

## TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied  
**Each applicant must complete a separate Application**



The property will not be held for you until the application has been approved and the first weeks rent has been paid to our office in cleared funds.

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if supporting documentation is not provided. Our office will require you to submit a minimum of 100 points for your application to be considered. Please supply photos copies as it is not always possible to return original documents to you. **We can photocopy ID for you however there is a \$5 fee.**

Any of the below documents can be used to make up your 100 points of ID.

**IMPORTANT: At least one form of Photo Identification MUST be provided.**

#### 50 POINTS

- Non-Australian Passport                       Birth Certificate                       Australian Visa Document

#### 30 POINTS – FRONT & BACK REQUIRED

- Australian Drivers Licence                       18+ Card                       State / Federal Gov ID

#### 20 POINTS

- Bank Card                       Medicare Card                       Phone / Electricity Bill  
 Bank Statement                       Vehicle Registration Papers  
 Current Lease Agreement                       Tenant Ledger                       University / Tafe ID

PROOF OF INCOME - You are required to supply proof of income upon submission of your application.

**Employed:** Last 4 payslips  
**Self Employed** Bank statements, Group Certificate, Tax Return or Accountants Letter  
**Not Employed** Centrelink Income Statement

### PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone once a response has been received from the owners of the property. If we are unable to contact all of your referees or references this process may take longer. Please ensure you complete ALL sections on the application form and include current phone numbers. Our office is a member of TICA Ph: 02 97431800 and The National Tenancy Database/Veda Ph: 138332. As a part of the application checking process your details will be checked on one or all of these databases checking for any history of database listings, outstanding debts, property damage or objectionable behaviour.

### APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.

### ONCE APPROVED

Once your application has been approved you are required to sign all lease documentation and return within 48 hours. At this time you are also required to pay the equivalent of the first two weeks rent, to be receipted as bond to secure the property. Please note that this must be paid in cleared funds however cash is not accepted. We do have eftpos facilities for **initial** payments.

## GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

### COLLECTION OF KEYS

Our office is open Monday to Friday 8:30am - 5:00pm and Saturday 8:30am - 12:30 only. You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

### PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$700 per week, the bond requirement may vary. **This office does not accept bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds (bank cheque or money order) prior to collecting the keys. Cash cannot be accepted.

### BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays. You will also need to inform our office of the portion of bond each tenant is contributing. If we are not notified it is assumed even between all on the form.

### PAYMENT OF RENT – When signing the Tenancy Agreement

We are not able to accept cash payments. We offer several forms of payment methods. (1) Payment of rent by NAB Rent Card - utilise the telephone/internet to make payments (2) Cheque (3) Money Order.

### SIGNING OF THE TENANCY AGREEMENT

Upon acceptance, if you are unavailable to sign the lease agreement in person please advise us and an electronic copy can be forwarded. All occupants must sign the Tenancy Agreement, show photo identification and pay all monies in cleared funds prior to the occupancy date.

### ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy (if applicable). All connection costs and deposits are the tenant's responsibility.

### CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you may be liable for discrepancies when you vacate. You must return the Condition Report to our office within 3 days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

### TENANT DEFAULT AGENCY

Our office is a member of TICA, The National Tenancy Database and Veda, which are tenant default agencies. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with these agencies. Once listed, the information will remain on file until the courts approve removal as per legislation. We do look forward to a harmonious agent tenant relationship and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

### WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

RENT \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_ PREFERRED START DATE: \_\_\_/\_\_\_/\_\_\_ LEASE TERM: 6 MTHS / 12 MTHS

**APPLICATION FOR RESIDENTIAL TENANCY** – The 3 pages of this application must be completed in full & signed or your application will not be processed

**RENTAL PROPERTY:** \_\_\_\_\_

**APPLICANTS DETAILS**

Name:		D.O.B.		/	/
Contact No. Home:	Work:	Mobile:			
Email Address:					
Number of Adults to Reside in Property:			<i>*You must list ALL names &amp; ages below</i>		
Number of Children/Dependants to Reside in Property:			<i>*You must list ALL names &amp; ages below</i>		
Car Registration:	Drivers Licence No:	Licenced State:			
Passport No:	18+ Card No:	Other ID:			
Car Make/Model & Year:					
Total number of Cars to be kept on premises:			Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		
Pets <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed of Pet(s):		
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide a copy of Visa details with application					

**Full name and age of all other persons (including children) that wish to occupy the premises:**

\* \_\_\_\_\_ \*

\* \_\_\_\_\_ \*

**CURRENT ADDRESS DETAILS**

Address:	<input type="checkbox"/> <b>Rented</b> \$ _____ per week	<input type="checkbox"/> <b>Owned</b>
Name of Real Estate, Private Landlord or Agent if Sold the property through:		
Agent Address:	Phone:	
Email / FAX ( <b>compulsory</b> ) :		
Period of occupancy	/ / to / /	Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

**PREVIOUS ADDRESS DETAILS**

Address:	<input type="checkbox"/> <b>Rented</b> \$ _____ per week	<input type="checkbox"/> <b>Owned</b>
Name of Real Estate, Private Landlord or Agent if Sold the property through:		
Agent Address:	Phone:	
Email / FAX ( <b>compulsory</b> ) :		
Period of occupancy	/ / to / /	Reason for leaving
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

Have you ever been evicted or are you in debt to another Landlord or Agent **Yes No**  
 If yes, give details \_\_\_\_\_  
 I, the applicant, accept the property in its present condition (Entry Condition Report completed prior to possession) **Yes No**  
 If no, give details \_\_\_\_\_

**PERSONAL REFERENCES - Do not include relatives (This must be completed in full)**

Name:	Phone:
Full Address:	Relationship:
Name:	Phone:
Full Address:	Relationship:
Name:	Phone:
Full Address:	Relationship:

**Name of Relative or Other Person Not living at the property to be your contact in case of an emergency**

Name:	Phone:
Full Address:	Relationship:

**INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME "PER WEEK "**

Company Name:	Weekly Wage: \$
Manager's Name:	Period of Employment:
Company Address:	
Phone Number:	Full-Time    Part-Time    Casual    (    hours per week)
Email / Fax <b>(compulsory):</b>	
<b>*** If less than 6 months *** Previous Employment required</b>	
Company Name:	Weekly Wage: \$
Manager's Name:	Period of Employment:
Company Address:	
Phone Number:	Full-Time    Part-Time    Casual    (    hours per week)
Email / Fax <b>(compulsory):</b>	

**\*\*\* OTHER**

Unemployment Benefit or Pensioner	Amount: \$	Per Week / Fortnight
Other type of income (ie. Savings or investments)	Amount: \$	

**\*\*\* SELF EMPLOYED**

Company Name:	ABN:
Company Address:	
Phone Number:	How long established:
Accountant:	Contact Person:
Contact Phone Number:	Email:

## TERMS & CONDITIONS - AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases, employers) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy, if required, to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

**Once the application has been approved I agree to sign all lease documentation and return within 48 hours. At this time I also agree to pay the equivalent of the first two weeks rent, to be receipted as bond, to secure the property. In this instance that being \$\_\_\_\_\_. THE PROPERTY WILL NOT BE HELD UNTIL THE DOCUMENTATION AND MONIES ARE PAID.**

In the event that the application is successful and lease documentation signed, I agree that this tenancy shall be binding. Should I decide not to proceed, I agree that all monies paid will be forfeited to your office and we will be in a break lease situation.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

AGENT: \_\_\_\_\_ DATE \_\_\_\_\_

## Pet Application Form

This form is to be completed where the lessor of the property has indicated that pets may be approved to reside at the Property. If more than one pet, a separate application form must be used.

### PET 1

Type of Pet:	Breed:
Description of Pet:	
Name:	Age:
Is the Pet de sexed?	YES / NO
Council Registration Number:	Council:
Photo provided with application?	YES / NO
Pet Referee (a person who can provide a reference regarding the pet)	
Name:	Contact Number:

### PET 2

Type of Pet:	Breed:
Description of Pet:	
Name:	Age:
Is the Pet de sexed?	YES / NO
Council Registration Number:	Council:
Photo provided with application?	YES / NO
Pet Referee (a person who can provide a reference regarding the pet)	
Name:	Contact Number:

The pet/s if approved are to be outside at all times. The tenant/s shall be liable for any damage caused by the pet/s whilst residing in the property. If damage occurs during the tenancy, our agency is to be advised as per the terms of the tenancy agreement and the damage rectified within a reasonable time frame. The tenant/s understand and agree that full FLEA fumigation must take place at the end of tenancy (and during the tenancy if necessary); and upon vacation of the property a receipt must be provided from a reputable pest control company.

Applicant Name	Applicant Signature	Date