



# TENANT APPLICATION INFORMATION

Each applicant 18 + years must complete a separate Application

The property will not be held for you until the application has been approved and the deposit has been paid (and cleared) to our office trust account.

## **APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED**

You will be required to submit supporting documents with your application. Please supply photo copies of these documents as it is not always possible to return original documents to you.

**We can photocopy ID for you however there is a \$5 cash fee.**

## **SUPPORTING DOCUMENTATION**

### IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. Copies of all documents will be retained as part of your application and kept on file.

Please tick the identifying documents that you have provided as part of your application.

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

#### **50 Points**

- Passport                                       Full Birth Certificate                                       Citizenship Certificate

#### **30 Points**

- Australian Drivers Licence                                       18+ Card                                       State / Federal Government Photo ID

#### **20 Points**

- Medicare card                                       Phone/ Electricity Bill                                       Bank Statement  
 Vehicle Registration                                       Tenancy Agreement                                       Rent receipts / Tenant Ledger  
 Council Rates Notice                                       Written References                                       Rental Bond Receipt

## **PROOF OF INCOME**

You are also required to supply proof of your income upon submission of your application.

**Employed:** Last 4 payslips

**Self Employed** **Recent Tax Return or Accountants Letter and 2 months of Bank Statements.**

**Not Employed** Centrelink Income Statement

## **PROCESSING AN APPLICATION**

**In most instances, we are able to process your application within a few days (Processing done Monday - Friday only) and we will advise you by telephone once a response has been received from the Lessor.**

**\*\*\*Please DO NOT contact the office. We will contact you once we have an answer \*\*\***

Please ensure you complete ALL sections on the application 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 full 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 8:00am - 5:00pm and Saturday 8:30am - 12:00Noon 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 except 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 will not and 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 of up to 4 weeks for monies to be released. 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 50/50.

## 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 where you can utilise the telephone/internet to make payments (2) Cheque (3) Money Order. This will be discussed with you in further detail prior to moving in.

## SIGNING OF THE TENANCY AGREEMENT

Upon acceptance, if you are unavailable to sign the lease agreement in person please advise us and electronic copies 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.

ENERGEX (Electricity) 13 13 77 TELSTRA (Telephone) 13 22 00 VEDA Connections 1300 301 001

## 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.

## OFFICE HOURS

Our office is open Monday to Friday 8:00am - 5:00pm and Saturday 8:30am - 12:00 pm.

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

**HAVE YOU INSPECTED THE PROPERTY YES / NO**      **Date Inspected:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**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		Pets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type & Breed of Pet(s)		Number		
Are you an Australian Citizen?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please provide a copy of Visa details with application
Are you a smoker		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Full name and DOB of all persons (including children) other than applicant wishing to occupy the premises**

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

**CURRENT ADDRESS DETAILS – Please note we do NOT accept bond transfers.**

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

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

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

**\*\* PLEASE ADVISE YOUR REFERENCES & EMERGENCY CONTACT THAT THEY WILL BE CONTACTED BY OUR OFFICE \*\***

**EMERGENCY CONTACT - Name of Relative or Other Person Not living at the property** to be your Next of Kin

Name	Address
Phone	Relationship

**INCOME - If you work in Health or Government you need to advise your payroll for us to receive information**

<b>New Employer</b> ( Transferring or moving)	Period of employment
Job description	Weekly wage (nett - after tax) \$
Phone	<b>Payroll Email (required)</b>
Address	<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual
<b>Current Employer</b>	<b>Payroll Email (required)</b>
Job description	Period of employment
Address	Phone    Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	(    hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit/Newstart	Allowance \$
<input type="checkbox"/> Self Employed (Name of Business)	Weekly wage (nett - after tax) \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other type of Income (ie. Savings or Investments) \$	Other Income \$

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?:  
 To Let Sign     Rental List  
 Telephoned     Other \_\_\_\_\_     Window Card     Internet

**QUESTIONS**

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     Yes     No  
 (A detailed Condition Report will be completed prior to you taking possession)  
 If no, give details \_\_\_\_\_



# 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 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 Pet 1

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.

<b>Type of Pet</b> (Example, Dog, Cat, Bird etc)	<b>Breed of Pet</b>
<b>Name of Pet</b>	<b>Age of Pet</b>
<b>Is the pet de sexed?</b> Yes / No	<b>Description of Pet</b>
<b>Council registration number of Pet</b>	<b>Council where registered</b>
<b>Photo provided with application?</b> Yes / No	
<b>Pet Referee</b> (Person who can provide a reference regarding the Pet)	
Name	Contact Numbers

## Pet Application Form Pet 2

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.

<b>Type of Pet</b> (Example, Dog, Cat, Bird etc)	<b>Breed of Pet</b>
<b>Name of Pet</b>	<b>Age of Pet</b>
<b>Is the pet de sexed?</b> Yes / No	<b>Description of Pet</b>
<b>Council registration number of Pet</b>	<b>Council where registered</b>
<b>Photo provided with application?</b> Yes / No	
<b>Pet Referee</b> (Person who can provide a reference regarding the Pet)	
Name	Contact Numbers

### Pet Acknowledgement

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

Tenant Name	Tenant Signature	Date
1		
2		
3		