

TENANT APPLICATION INFORMATION

Each applicant 18+ years must complete a separate application

The property you are applying for is not held for you until the application has been processed, approved by the owner and your deposit has been paid 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.

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
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30 Points

Australian Drivers Licence	18+ Card	Government Photo ID
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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.

If you are employed this can be: 4 payslips

If you are Self Employed this can be: Accountants letter confirming income and 2 months of Bank Statements.

If you receive a Pension/Job Seeker Payment/Parenting Payments this can be: Centrelink Income Statement

PROCESSING AN APPLICATION

In most instances, we are able to process your application within a few days (Processing is done Monday to Friday only). We will update you via email as your application is processed, or if there are any details missing/required for your application. As soon as we have a response from the property owner we will advise you.

Ensuring that all occupants over 18 years of age have completed their applications in full and supplied the required ID and proof of income prior to submitting your application will make processing quicker as we won't have to make contact with you to obtain these details.

Please ensure you complete ALL sections on the application and include current phone numbers. Our office is a member of TICA Ph: 02 9743 1800 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 & OFFICE HOURS

Our office is open Monday to Friday 8:00am - 5:00pm and Saturday 8:30am - 12:00pm 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 can not 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.

APPLICATION FOR RESIDENTIAL TENANCY

ALL 3 pages of this form **must** be completed in full & **signed** for your application to be processed.

HAVE YOU INSPECTED THE PROPERTY? YES NO Date Inspected: _____

RENTAL PROPERTY(S): _____

APPLICANTS DETAILS

Name:		D.O.B:	
Contact No. Home:	Work:	Mobile:	
Email Address:			
Number of adults to reside at the property:		*You must list ALL names & ages below	
Number of children/dependants to reside at the property:		*You must list ALL names & ages below	
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: Yes No Number:	
Type & Breed of Pet(s):		Are you a smoker: Yes No	
Are you an Australian Citizen? Yes No If no, please provide a copy of the Visa details with this application.			

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

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

Address:	Suburb:	Rented \$	/week	Owned
Name of Real Estate, Private Landlord or Agent you rent/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? Yes No If no, why:				

PREVIOUS ADDRESS DETAILS

Address:	Suburb:	Rented \$	/week	Owned
Name of Real Estate, Private Landlord or Agent you rent/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? Yes No If no, why:				

PERSONAL REFERENCES - Please do **NOT** include relatives

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 Government or Health you need to advise your payroll for us to receive information

New Employer (transferring or moving):		Full-time	Part-time	Casual
Job Description:		Weekly Net Wage (after tax): \$		
Payroll/Work Email (required):		Hours Per Week:		
Address:		Phone:		
Current Employer:		Full-time	Part-time	Casual
Period of Employment:	Hours Per Week:	Weekly Net Wage (after tax): \$		
Job Description:		Address:		
Payroll/Work Email (required):		Phone:		
Other:	Student (Name of college, TAFE, Uni):	Austudy: \$		
	Pensioner Type Benefit	Allowance: \$		
	Unemployment Benefit / Newstart	Allowance: \$		
Self Employed (Name of Business):		Weekly Net Wage (after tax): \$		
Address:		Phone:		
How Long Established:		ABN:		
Accountant Name:		Phone:		
Other Type of Income (ie Savings or Investment): \$		Other Income: \$		

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?:

Telephoned	Window Card	Internet	For Rent Sign	Rental List
			Other: _____	

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 entry 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 _____ date 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, sales agents, 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 with 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.

APPLICANT'S 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.

Type of Pet (eg. Dog, Cat, Bird etc):	Breed of Pet:
Name of Pet:	Age of Pet:
Is the Pet Desexed: Yes No	Description of Pet:
Council Registration Number:	Council Where Registered:
Photo Provided with Application: Yes No	
Pet Referee (Person who can provide a reference regarding the pet):	
Name:	Phone:

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.

Type of Pet (eg. Dog, Cat, Bird etc):	Breed of Pet:
Name of Pet:	Age of Pet:
Is the Pet Desexed: Yes No	Description of Pet:
Council Registration Number:	Council Where Registered:
Photo Provided with Application: Yes No	
Pet Referee (Person who can provide a reference regarding the pet):	
Name:	Phone:

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.		