

Tenancy Application Form

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission.

I, _____ confirm that I have seen the property at _____ on _____ and wish to apply for the property in the condition it was in during my inspection.

Policy & Procedures:

- Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- Applications are processed Monday to Saturday only, allow 48 hours.
- Each applicant must submit individual form with 100 points of photocopied identification for each applicant.
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA).
- Applications are referred to the owner of the property and the owners' decision is considered final.

Should Your Application Be Successful:

- You will not be committed to the property until you view and agree to the relevant Tenancy Agreement and its terms.
- Once you agree to the relevant terms, you will be committed to the property and are required to pay the bond (equivalent of 4 weeks rent) & 2 weeks rent, by either Bank Cheque, Money Order or Direct Transfer into our Trust Account.
The property will not be removed from our availability list until your rent is paid and agreement fully signed.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- We are a CASHLESS office. Methods of payment options are Internet and Automatic Recurring Payment or by Deposits at an ANZ Bank.
- Please note we do not accept bond transfers, however QLD Housing Loans will be accepted once approved.
- Please make an appointment with our staff to sign your tenancy documentation and allow at least 45 minutes for this process.
- Please note the keys for the property will not be available for collection before 9.00am on the day that your tenancy agreement commences. Please do not ask to collect the keys prior to this time as refusal by the agency may offend.

TO THE PROPERTY MANAGER

AGENT: _____ FAX: _____

We have received an application from: _____

They resided at the property: _____

Can you please complete this form with a ledger attached and fax back to our office or email info@rentalsmanagement.com.au as soon as possible. Thank you

1. Were the above applicant/s listed as tenants? YES / NO

2. Is the property a house, unit, townhouse or duplex? _____

3. How long have the tenants been there? _____

4. What was the weekly rent on the property? _____

5. Did your office terminate the tenancy? YES / NO

Reason? _____

6. Are the tenant / s breaking their lease? YES / NO

Reason? _____

7. If tenant / s broke lease, were all monies paid in full? YES / NO

8. Were there any arrears during the tenancy? _____

Number of Notices to Remedy for arrears and / or other reasons issued? _____

Reasons for notices: _____

9. Were there any pets approved for the property? YES / NO

10. Condition of property at routine inspections: _____

11. Did the tenant /s leave the property clean upon vacating? _____

12. Did the tenant /s receive a full bond refund? YES / NO

If no, reason: _____

13. Would your Agency rent to this / these tenant /s again? YES / NO

Comments: _____

I / we hereby authorize SEQ Rentals to obtain details of my creditworthiness from a) the agent / owner of my current and previous residences, b) my personal referees and employer/s, c) any record, listing or database of defaults by tenants. If I default under a rental agreement, the agency may disclose details of any such default to any person whom the agent reasonable considers has an interest in receiving such information.

Signature of Applicant _____ Date _____

Signature of Applicant _____ Date _____

Application for Residential Tenancy

(One application to be completed per person)



Accredited Agency

Part 1 Rental Property Details

Item 1: Agent Details

Agency name:

Address:

Phone:

Mobile:

Fax:

Email:

Item 2: Property Details

Property address

Rent \$ a week a fortnight a month Bond \$

Tenancy term Insert "fixed term agreement" or "periodic agreement".

Starting on / / Ending on / /

Part 2 Applicant Details

Item 3: Contact Details

Full name

Date of Birth

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

Work phone

Mobile

Home phone

Email:

Driver's licence/Passport number

State

Number of vehicles

Registration number(s)

Item 4: Dependants

Do you have any dependants? Yes No

Dependant full name(s)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Relationship to Applicant

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Dependant Date of Birth

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Item 5: Smoking

Are you or any of the dependants living with you a smoker? Yes No

Item 6: Pets

Do you intend to keep pets at the property? Yes No

Number of pets

Type of pet/s

Are your pets registered with a council? Yes No

If Yes, please state which council:

Item 7: Applicants Address History

Current residential address

Period of occupancy

Type of occupancy:

Rent Owner Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

\$ a week a fortnight a month

Reason for leaving:

Previous residential address

Period of occupancy

Type of occupancy:

Rent Owner Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

\$ a week a fortnight a month

Reason for leaving:

Item 8: Employment Details

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full Time Part Time Casual Contract Self employed

Occupation

Net income (per week)

Date commenced employment (approx)

Date terminated employment (if any)

Employer/Business Name

Address

Phone

If self employed, Accountant's Name

Phone

Item 9: Centrelink Payments

Are you receiving any regular Centrelink payments? Yes No

Description of payment(s)

Total income (per week)

Date payments commenced

Item 10: Student Details

Are you studying full time? Yes No

Name of education institution you are currently attending

Student Identification Number

Are you an overseas student? Yes No

If yes, Visa expiry date:

Item 11: Personal References

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

Referee 1

Relationship

Address

Phone/Mobile

Referee 2

Relationship

Address

Phone/Mobile

Item 12: Personal Representative

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

Part 3 Supporting Documents

Item 13: Identification

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

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

70 Points

Passport

Full birth certificate

Citizenship certificate

40 Points

Australian driver's licence

Student Photo ID

Department of Veterans Affairs card

Centrelink Card

Proof of age card

State/Federal Government Photo ID

25 Points

Medicare card

Council rates notice

Motor vehicle registration

Telephone bill

Electricity bill

Gas bill

Tenancy History Ledger

Bank statement

Credit card statement

Last FOUR rent receipts

Rent bond receipt

Previous tenancy agreement

Item 14: Proof of Income

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank Statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink Statement.

Part 4 Declaration

Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor True False
2. have no known reasons that would affect my ability to pay rent True False
3. was refunded the rental bond for my last address in full (if applicable) True False
If false, please advise what deductions were made from your bond?
4. have no outstanding debt to another agent/lessor? True False
If false, why are you in debt to your past agent/lessor?

Part 5 Acknowledgement

Please acknowledge the following by selecting either Yes or No

I, the Applicant,

1. acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. Yes No
4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. Yes No
6. acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*; Yes No
10. declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant

Signature

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.

Property Address

Type of Pet (Example, Dog, Cat, Bird)
Breed of Pet
Name of Pet
Age of Pet
Is the pet de sexed? Yes / No
Council registration number of Pet
Name of Council where registered
Description of Pet
Photo provide with application? Yes / No
Emergency Pet Carer (In case of emergency)
Name
Address
Phone number Mobile Number
Pet Referee (Person who can provide a reference regarding the Pet)
Name
Phone Number Mobile Number

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		

Agency use – is a Photo of Pet attached? Yes/No

Are all required areas completed by applicant and form signed? Yes/No
