

Tenancy Application Form

Processing Your Application

1. One application per person over the age of 18 is required
2. Your application will not be processed if any details are incomplete.
3. Your application will be processed through the National Default Tenancy Database TICA.
4. This office **DOES NOT** accept **BOND TRANSFERS**.
5. **If your bond is to be paid by Queensland Housing**, possession of the property will not be given until notification from the Residential Tenancies Authority that the bond has been received.
6. **Applications will be processed within a 24 to 48 hour period.**
7. Should your application be accepted, **ALL applicants will be required to sign a General Tenancy Agreement and two (2) weeks rent and/or four (4) weeks for bond to be paid within 24 hours of acceptance.** (All required Tenancy documents will be given prior to monies being taken upon acceptance.)

100 Points of Identification (including at least ONE PHOTO ID)

Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

Proof of Income

Employed	Self Employed	Unemployed
Last Two (2) Payslips	Bank Statements Accountant's Letter Group certificate	Centrelink Income Statement

Acknowledgement

The following must be signed before your application can be processed:

1. I, the applicant declare that the following information is true and correct and that I have supplied it of my own free will.
2. I hereby authorise you as the letting agent to conduct any enquiries, and/or searches, including tenancy information databases in order to verify the following information.
3. I acknowledge that any false information I provide will jeopardise this application.
4. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to provide a reason.
5. I, the applicant declare that I am not bankrupt and that the rental is within my means.
6. I have inspected the premises and wish to take up tenancy from the __/__/__ for a period of __ months for the rental cost of \$_____ per week and agree to pay the bond of \$_____ when I sign the Tenancy Agreement.

Applicant Signature:

Date:

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Property DetailsProperty Address: Rent Per Week: \$ Bond Amount: \$ Commencement Date: Number of occupants to reside at the property : Adults Children Number of Cars **Applicants details**Title: Mr Mrs Miss Ms Dr DOB: First Name: Surname: Phone (H): Mobile: Phone (W): Email Address: Drivers Licence/ Passport Number: State:

Names of other Occupants/Dependants :

Name	Relationship	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you or any of the dependants living with you a smoker? Yes No Do you intend to keep pets at the property? Yes No Number of pets: Type of pet/s: **Current Address/ Rental Reference**Property Address: Type of occupancy: Rent Owner Other Period of occupancy Rent Per Week: \$ Agency/ Lessor name : Number: Reason for vacating: **Previous Address/ Rental Reference**Property Address: Type of occupancy: Rent Owner Other Period of occupancy Rent Per Week: \$ Agency/ Lessor name : Number: Reason for vacating:

Employment DetailsCurrent occupation: Employment Status: Full time Part time Casual Contract Self employed Employers details : Contact no: Employers address: Nett weekly income: Period of employment: **Unemployment details/ Centrelink Payments**Description of payment: Nett weekly income: Period of unemployment: **Personal References**Name: Contact No: Address: Name: Contact No: Address: **Emergency contact (cannot be another applicant)**Name: Contact No: Relationship: Email address: Property address: **Special terms and conditions (Subject to Change)**

1. Water Charges: From 01/04/08, if your property is water efficient you are responsible for the full cost of your water consumption. If your property is not water efficient, your consumption is not to exceed 45kl in a three month period, if you exceed this limit you will be charged the full cost of the excess.

This does not apply to units or townhouses, unless they are separately metered.

2. The tenants acknowledge and agree that photos may be taken inside and outside of the property during periodic inspections. Photos are taken of the grounds - front and back, any repairs needed and also any area/s of concern. It is not our policy that we take photos of tenant/s belongings.

3. The tenant agrees to remove marks and stains on the carpet immediately before serious and permanent damage occurs. If necessary, a professional carpet cleaner should be engaged. It is recommended that you have the carpets cleaned every 12 months.

4. The tenants acknowledge and agrees to place felt pads on all furniture legs to protect the polished floors/and or tiled floors to prevent further damage.

5. Tenants acknowledge and agree to keep the premises free from pests and vermin. A pest control must be carried out prior to exit and receipt presented to agent.
6. No smoking permitted inside premises at any time.
7. Pets - Animals must be kept outside only. Any damage caused to the property by pets must be rectified at tenant's expense. A pest control must be conducted prior to exit and receipt presented to agent.
8. Any charges relating to dishonoured cheques will be tenants cost.
9. Parking on lawns is not permitted at any time. Any oil stains caused by a vehicle must be removed immediately.
10. Walls - tenant is not permitted to make any improvements/alterations to the property without written approval from this office. No nails, screws, hooks, blue tac, sticky tape or tacks are to be used in the property without written permission from this office.
11. Pot plants are not to be placed onto carpeted areas. Pots are to have saucers placed under them at all times to avoid damage to any flooring/decks.
12. Tenants are encouraged to have contents insurance for their own possessions.
13. Pool - tenant is to maintain the pool/ and surrounding areas at all times. Pool is to be kept clean, water balanced, filter cleaned and timers set if applicable. Tenants are NOT permitted to erect a portable pool without written permission from this office. Tenant will be responsible that the pool and surrounding fence is compliant with current legislation. Failure to maintain the pool may result in a contractor being engaged to rectify and all costs passed onto the tenant.
14. Lawns, gardens, and nature strips including trees and shrubs are to be maintained in a neat and tidy manner. Storing of rubbish /unregistered cars in the yard area is not permitted at any time. Grass clippings must be disposed of and not placed into garden beds or along the fence line. Failure to maintain the yard/gardens/trees/shrubs/nature strip may result in a contractor being engaged to rectify and costs passed onto tenant.
15. Smoke Alarms - tenants are responsible to replace smoke alarm batteries when required. If the smoke alarm is faulty the tenant must notify the agent immediately.

Privacy act Acknowledgement for tenant

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made.

I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging. I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my 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. 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.

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.

I provide consent for the Agency as part of application processing to contact all necessary people (including previous or current Agents) to verify the application and understand that all Privacy Act requirements will be adhered to by the Agency.

Applicant Name: Applicant Signature: Date: