



TENANCY APPLICATION FORM

530 Milton Rd, Toowong QLD 4066

(07) 3371 2011 or Fax (07) 3371 5722

pm@arthurconias.com.au

www.arthurconias.com.au

PART 1: RENTAL PROPERTY DETAILS

Address:.....

Suburb:..... State:..... Postcode:.....

Rent p/week \$..... Bond Amount \$.....

Other applicants/residents:

Name:..... Age:.....

Name:..... Age:.....

Name:..... Age:.....

Pets:

Yes (No. # and breed) – Pet application is required

No

Preferred Tenancy Start Date

Date...../...../.....

Preferred Tenancy Term

6 months

12 months

Other.....

PART 2: APPLICANT DETAILS

Title: Mr / Mrs / Miss / Ms

Surname:.....

Given Name/s:.....

Middle Name/s:.....

Date of Birth:/...../.....

Mobile Ph:.....

Home Ph:.....

Work Ph:.....

Email address:.....

Australian Driver's Licence No.

Vehicle Make/Model:.....

.....

Registration No.

Expiry:/...../.....

Not Applicable

Current Address:.....

Suburb:..... State:..... Postcode:.....

How long at this address.....yrs.....mths Rent paid \$.....p/week

I:

Am renting through an agent

Name:..... Ph:.....

Am renting through a private landlord

Name:..... Ph:.....

Am living with family

Name:..... Ph:.....

Own my own house

Reason for leaving.....



TENANCY APPLICATION FORM

530 Milton Rd, Toowong QLD 4066

(07) 3371 2011 or Fax (07) 3371 5722

pm@arthurconias.com.au

www.arthurconias.com.au

PART 2: APPLICANT DETAILS (Cont...)

Previous Address:.....

Suburb:..... State:..... Postcode:.....

How long at this address.....yrs.....mths Rent paid \$.....p/week

I:

Was renting through an agent Name:..... Ph:.....

Was renting through a private landlord Name:..... Ph:.....

Was living with family Name:..... Ph:.....

Owned my own house

Reason for leaving.....

Personal References (No family or current employer contacts)

Name:..... Relationship:..... Ph:.....

Name:..... Relationship:..... Ph:.....

Next of Kin/Emergency Contacts

1. Name:..... Relationship:..... Ph:.....

Address:.....

2. Name:..... Relationship:..... Ph:.....

Address:.....

PART 3: EMPLOYMENT DETAILS

Are you currently employed?

Yes (TWO recent payslips must be supplied)

No (If no, please skip to Item 8)

Type of employment:

Full time Part time Casual

Current Employer:..... OR Self-employed

Occupation:.....

Length of Employmentyrs.....mths

Income p/week \$.....

Contact person:..... Ph:.....

PART 3: EMPLOYMENT DETAILS (Cont...)

Have you previously been employed?

- Yes
 No (If no, please skip to Item 9)

Type of employment:

- Full time Part time Casual

Previous Employer:..... OR Self-employed

Occupation:.....

Length of Employmentyrs.....mths

Income p/week \$.....

Contact person:..... Ph:.....

Do you receive any Centrelink Payments?

- Yes (Copy of most recent statement must be supplied)
 No (If no, please skip to Item 10)

Type of payment.....

Customer reference number (CRN)

#.....

Are you currently enrolled in Educational Studies?

- Yes No (If no, please skip to Item 11)

Name of Institution:.....

Student ID Number:.....

Course:.....

Income.....

Are you an overseas student?

- Yes (If yes, Visa expiry date/...../.....)
 No

PART 4: SUPPORTING DOCUMENTS

You are required to present 100 points of identification upon submission of your application. Please tick the following documents you have provided with your application.

***Required**

50 Points (Must tick one)

- Passport;
 Driver's Licence or;
 Proof of Age Card

30 Points (Must tick one)

- Two recent payslips
 Guarantor letter from parents
 Centrelink Statement

20 Points

- Bank Statement (front page only)*
 Medicare card

10 Points

- Electricity or Gas account (with current address)
 Council Rates Notice

PART 5: CHECKLIST

- All required fields have been completed
 All supporting documents are attached to the application
 Pet application has been completed and attached (if applicable)
 Declaration (Part 6) has been completed
 Tenant Acknowledgement (Part 7) has been signed

PART 6: DECLARATION

I, the Applicant, declare the following:

1. I have never been evicted by an Agent/Lessor True False

2. I have no known reasons that would affect my ability to pay rent True False

3. I received a full bond refund from my last address True False

**If false, please advise what deductions were made.....*

4. I have no outstanding debt to another Agent/Lessor True False

**If false, please provide further detail.....*

PART 7: ACKNOWLEDGEMENT

I, the Applicant:

1. Acknowledge that my personal contents are 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

a) For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. Yes No

b) 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 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

6. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2011* and the *Electronic Transactions Act 1999 (Cth)*. Yes No

Applicant's name.....

Date...../...../.....

Signature.....