

TENANCY APPLICATION FORM

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PART 1: RENTAL PROPERTY DETAILS

Address:

Suburb: State: Postcode:

Rent/week \$ Bond Amount \$

Preferred Tenancy Start Date/...../.....

Preferred Tenancy Term 6 Months 12 Months Other:

Have you Inspected the property? I have/will inspect on/...../..... No

PART 2: APPLICANT DETAILS

Title: Mr / Mrs / Miss / Ms Date of Birth:/...../.....

First Name: Last Name:

Mobile Ph: Home/Work Ph:

Email Address:

Do you own a vehicle: No Yes, No. of Vehicles:

Vehicle Make/Model: Registration No.

Are there occupants under 18: No Yes

Name: Age: Name: Age:

Name: Age: Name: Age:

Names of Other Tenants Applying

Pets:

Name:

No

Name:

Yes (Pet application is required)

Name:

No. and type:

Current Address:.....

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

Rent Paid \$ **Length of lease:**

Renting through an agent

Agent/Landlord Contact Details:

Renting through a private landlord

Name:

Living with family

Phone:

Own the property

Email:

Other

Agency:

Reason for leaving

If less than 12 months at this address, please complete previous address section below:

Previous Address:.....

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

Rent Paid \$ **Length of lease:**

Rented through an agent

Agent/Landlord Contact Details:

Rented through a private landlord

Name:

Lived with family

Phone:

Owned the property

Email:

Other

Agency:

Reason for leaving

Personal Reference

Name: **Relationship:** **Ph:**

Name: **Relationship:** **Ph:**

Emergency Contacts/Next of Kin (Cannot be other applicant/s)

Name: **Relationship:** **Ph:**

Address:

Name: **Relationship:** **Ph:**

Address:

PART 3: EMPLOYMENT DETAILS

Are you currently employed? No Yes (TWO recent payslips must be supplied)

Type of employment: Full time Part Time Casual

Current Employer: OR Self Employed (Tax Assessment required)

Occupation: Contact Name:

Length of Employment: Phone:

If less than 6 months at this job, please complete previous employment details below:

Were you previously employed? No Yes

Type of employment: Full time Part Time Casual

Previous Employer: OR Self Employed

Occupation: Contact Name:

Length of Employment: Phone:

Do you receive any Centrelink payments?

No Yes (latest Centrelink statement must be supplied)

Type of payment:

Are you currently enrolled in educational studies?

No Yes

Name of Institution: Student ID Number:

Course:

Are you an overseas student?

No Yes, Visa expiry date/...../.....

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.

50 Points (Must tick one)	30 Points (Must tick one)	20 Points	10 Points
<input type="checkbox"/> Passport	<input type="checkbox"/> Two recent payslips	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Electricity or Gas Account
<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Centrelink Statements	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Council Rates Notice
<input type="checkbox"/> Proof of Age Card	<input type="checkbox"/> Guarantor Letter		

PART 5: DECLARATION

I the Applicant declare the following:

- 1. I have never been evicted by an agent/lessor True False
- 2. I have no known reason that would affect my ability to pay rent True False
- 3. I received a full bond refund from my last address True False N/A

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

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

If false please provide more detail.....

PART 6: ACKNOWLEDGEMENT

By submitting your application, you consent to and acknowledge:

- 1. Your personal contents are not covered under any Lessor insurance policies and understand that it is my responsibility to secure my own personal belongings
- 2. The Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular my identification, my ability to care for the property, my character and my creditworthiness
 - 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 searched) as you consider reasonably necessary
 - b) In doing so, I understand that information provided to me may be disclosed to and further information obtained from, referees named in this application and relevant third parties.
- 3. Your application is subject to the property owner’s approval and if this application is denied, the Agent is not legally obliged to provide reasons why.
- 4. Should your 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 insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.
- 5. The Lessor and Applicant are bound by this agreement immediately upon communication of either the Lessor or Agent’s acceptance of the application
- 6. The use of email and facsimile will be in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2011* and the *Electronic Transactions Act 1999*
- 7. You can pay the advertised rent and bond for the property and will be able to do so for the life of the rental agreement
- 8. If you default under a rental agreement, the agent/manager may (subject to the law) terminate the lease and may disclose details of any such default to any person whom the agent/manager reasonably considers has an interest in receiving such information

Applicants Name:..... Date:...../...../.....

Signature:.....