

TENANCY APPLICATION

82 Palmerin Street,
Warwick QLD 4370
Phone: (07) 4661 1227



**first
national**
REAL ESTATE

Email: rentals@fnwarwick.com.au

SUPPORTING DOCUMENTATION

- Colour Photo Identification (18+ Card, Driver's License, or Passport)
- Proof of current address (Utility Account, Tenancy Agreement, Rates Notice)
- Proof of regular housing payments (Rent receipts/tenant ledger, proof of mortgage, letter from your landlord)
- Proof of income (Pay slips, Current Bank Statement, Centrelink Income Statement or letter from your employer)

By submitting an application with our office, you agree to and understand the following:

- *Failure to provide the above documentation may result in our office refusing to accept your application.*
- *Applications will not be processed unless all information is supplied.*
- *Every occupant over the age of 16 must complete an application form.*
- *Each applicant must complete a separate application form.*
- *In most instances, applications are processed within 48 hours. If we are unable to reach all your references or we are awaiting a response from the owner, this process may take longer.*

Properties you are applying for in order of your preference:

Preference 1 | _____

Preference 2 | _____

Preference 3 | _____

Have you had an internal inspection of these properties? Yes / No

Date Inspected: ___ / ___ / ___ | **Inspection Code:** _____

OFFICE USE ONLY

<input type="checkbox"/> Application completed in full & signed pages 4 - 6	<input type="checkbox"/> Contact details of applicant completed (Page 2)
<input type="checkbox"/> Photo ID supplied	<input type="checkbox"/> Proof of income supplied
<input type="checkbox"/> Proof of current address supplied	<input type="checkbox"/> Proof of rental history supplied
<input type="checkbox"/> Received by:	<input type="checkbox"/> Date: _____ Time: _____ am / pm

APPLICANT'S DETAILS:

Mr / Mrs / Ms / Miss Full Name: _____
 D.O.B: _____ License No: _____ Passport No: _____
 Mobile: _____ Email: _____
 Are you a smoker? Yes / No Have you been known by another name/ Maiden name? _____

CURRENT ACCOMODATION DETAILS:

Rented: Yes / No Owned: Yes / No
 Address: _____
 Period of occupancy / / to / /
 Agent / Lessor _____
 Agent / Lessor's Address _____

 Phone _____
 Email _____
 Rent per week \$ _____
 Bond paid \$ _____
 Reason for leaving _____

PREVIOUS ACCOMODATION DETAILS:

Rented: Yes / No Owned: Yes / No
 Address: _____
 Period of occupancy / / to / /
 Agent / Lessor _____
 Agent / Lessor's Address _____

 Phone _____
 Email _____
 Rent per week \$ _____
 Bond paid \$ _____
 Reason for leaving _____

PERSONAL DETAILS — PLEASE ANSWER THE FOLLOWING:

Was your rental bond refunded in full at your previous address? Yes / No
 If no, please advise what deductions were made: _____
 Have you ever been evicted by a lessor or agent? Yes / No
 Have you ever been refused another property by a lessor or agent? Yes / No
 Is there any reason known to you that would affect your ability to pay rent? Yes / No
 Do you owe money to another agent / lessor? Yes / No
 Do you have any outstanding personal loans or debt? Yes / No
 If yes, please outline: _____
 Will you be applying for a Bond Loan? Yes / No

PETS:

Will there be pets residing at the premises? Yes / No
 Type and breed: _____ Number: _____
 Are they registered with council? Yes / No
 Are they: Inside / Outside Age: _____ De-sexed: Yes / No

VEHICLES:

Please list all vehicles that will reside at property: Number _____
 Type: _____ Registration: _____
 Please also include boats, trailers and motorbikes: _____

DEPENDENDS / CHILDREN / OTHER PEOPLE LIVING AT THE PROPERTY:

How many people will be living at the property? _____

Do you have any dependents / children? Yes / No Number _____ Full Time / Part Time? _____

Full names and ages _____

People living in the property other than dependants: _____

_____ Have they completed an application form? Yes / No

EMPLOYMENT DETAILS:

Are you employed? Yes / No

Occupation: _____

Full Time / Part Time / Casual / Centrelink / Other

Company: _____

Address: _____

Period of employment: _____

Weekly Income (net) \$ _____

Contact / Supervisor: _____

Phone: _____

Email: _____

PREVIOUS EMPLOYMENT:

Occupation: _____

Full Time / Part Time / Casual / Centrelink / Other

Company: _____

Address: _____

Period of employment: _____

Weekly Income (net) \$ _____

Contact / Supervisor: _____

Phone: _____

Email: _____

Reason for Leaving: _____

Are you a student? Yes / No | What University, TAFE or school do you attend? _____

Student Identification No _____ Are you an overseas student? Yes / No Visa Number / Expiry Date _____

PERSONAL REFERENCES:

Please do not include relatives or friends. Include co-workers, managers, neighbours etc.

1. Name: _____ Relationship: _____ Phone: _____

Email: _____ Address: _____

2. Name: _____ Relationship: _____ Phone: _____

Email: _____ Address: _____

NEXT OF KIN (NOT LIVING WITH YOU – IN CASE OF EMERGENCY)

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email _____

HOW DID YOU FIND OUT ABOUT THE PROPERTY?

For Rent Sign First National Website realestate.com.au Current Tenant Gumtree Facebook

I, the applicant, accept the property in its present condition: YES NO

If no, please give details: _____

APPLICANTS NAME: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. In accordance with Section 18n (1) (b) of the Privacy Act, I the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

I have inspected the above rental property and wish to take a tenancy for a period of **6 months / 12 months (please circle)** from the ____ / ____ / ____ at a rent of \$_____ per week. The rent to be paid is within my means and I agree to pay a **bond of \$**_____

I, the applicant agree that I will not be entitled to occupation of the premises until:

- vacant possession is provided by the current occupant of the premises
- the tenancy agreement is signed by the applicant; and
- the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant’s credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE: _____ DATE ____ / ____ / ____

OFFICE USE ONLY | PROPERTY MANAGER: _____

OWNER: _____ PROPERTY: _____ HOUSE | UNIT

BEDROOMS: _____ | TENANCY PERIOD: _____ MONTHS | FROM ____ / ____ / ____ TO ____ / ____ / ____

RENT: \$ _____ | ADULTS: _____ | CHILDREN: _____ | APPROVED OCCUPANTS: _____

PETS - YES NO | INSIDE OUTSIDE | TYPE: _____ BREED: _____ NOTES: _____

NO. OF PETS - _____ INSIDE OUTSIDE | TYPE: _____ BREED: _____ NOTES: _____

DEFENCE CLAUSE - YES NO | SIGHT UNSEEN - YES NO | OUT OF TOWN - YES NO | BODY CORP - YES NO

WATER CHARGING - TOTAL WATER (WATER EFFICIENT) | EXCESS WATER (NOT WATER EFFICIENT) | NOT INDIVIDUALLY METERED

POOL / SPA - YES NO | BOND LOAN - YES NO | CENTREPAY - YES NO | SPECIAL CONDITIONS - YES NO

THE FOLLOWING CHECKS HAVE BEEN COMPLETED - RP DATA CHECK | BARCLAY MIS CHECK | TICA CHECK | ID CHECK

CONNECT NOW - YES NO | IF YES, WHICH SERVICES - ELECTRICITY | GAS | PHONE/INTERNET | REMOVALIST

NOTES: _____

REQUESTED DATE & TIME: ____ / ____ / ____ AT ____ : ____ AM/PM | REQUIRED DATE & TIME: ____ / ____ / ____ AT ____ : ____ AM/PM

EMAIL LEASE: YES NO | IN OFFICE SIGN UP: YES NO | IF YES, DATE & TIME: ____ / ____ / ____ AT ____ : ____ AM/PM

LETTING FEE TO BE CHARGED - YES NO | LEASE BREAK - YES NO | DETAILS ENTERED INTO PROPERTY ME: YES NO

AUTHORITY TO OBTAIN TENANCY INFORMATION

I, (Applicants Name) _____, consent to the following questionnaire being completed honestly by Landlord(s) and/or managing agents, and returned to First National Warwick with a copy of the rental ledger, as quickly as possible.

APPLICANTS SIGNATURE: _____ DATE: ____ / ____ / ____

****** APPLICANT – PLEASE DO NOT COMPLETE – AGENCY USE ONLY ******

TO: _____

EMAIL: _____

FROM: _____

Address of property rented: _____

Rent paid: _____ Length of tenancy: _____

Was rent paid on time? Always / Sometimes / Never / Other

Did the tenant have approved pets? Yes / No | Type & Number: _____

Was the tenant ever issued a Notice to remedy breach? Yes / No

Details of Breach:

Were Routine Inspections satisfactory? Poor / Fair / Good / Very Good / Excellent

Please provide details: _____

Were the gardens & lawns satisfactory? Poor / Fair / Good / Very Good / Excellent

Was the tenant ever issued with a form 12 notice to leave? Yes / No

Please provide details: _____

Were the premises left clean and tidy? Yes / No

Was the tenant co-operative at all times? Never / Rarely / Sometimes / Often / Always

Was the bond refunded in full? Yes / No

If no, please provide details of deductions: _____

During the tenancy, did the tenant make excessive complaints or requests? Yes / No

If yes, what were they regarding?

During the tenancy, was the tenant abusive or disrespectful towards staff members? Yes / No

Would you rent to this applicant again? Yes / No

On a scale of 1-10, how would you rate this tenant overall? _____ (1 = Extremely Difficult | 10 = Perfect Tenant)

Additional Comments:

Completed By: _____ Position: _____

Your prompt return of this form, along with a **COPY OF THE TENANTS LEDGER**, would be greatly appreciated.

Please return via email to rentals@fnwarwick.com.au

07 4661 1227 | rentals@fnwarwick.com.au

AUTHORITY TO OBTAIN EMPLOYMENT INFORMATION

We would appreciate it if you could take the time to complete the questionnaire below, pursuant to the tenancy application lodged with us by one of your current/former employee(s).

I, (Applicants Name) _____, consent to the following questionnaire being completed honestly by my Employer / Payroll Office, and returned to First National Warwick as quickly as possible.

APPLICANTS SIGNATURE: _____ DATE: ____ / ____ / ____

****** APPLICANT – PLEASE DO NOT COMPLETE – AGENCY USE ONLY ******

TO: _____

EMAIL: _____

FROM: _____

Is the applicant currently employed with your company? Yes / No / Previous employee

Was / is the applicant employed: Full Time | Part Time | Casual | Net Pay per Week \$ _____

How long has / was the applicant employed with your company? _____

Is the employment ongoing? Yes / No / Probationary period

Additional comments:

Completed By: _____ Position: _____

Your prompt return of this form would be greatly appreciated.

Please return via email to rentals@fnwarwick.com.au