

TENANT SELECTION CRITERIA

The following criteria will be followed when receiving rental applications on vacant properties.

1. The prospective tenant must provide 100 points of identification, as per attached list.
2. The prospective tenant must provide proof of income and satisfy our Agency that they have the ability to pay/service the rental payments.
3. The prospective tenant must have satisfactory previous rental history and this is to be verified in writing.
4. The prospective tenant must have satisfactory previous employment history and this is to be verified in writing.
5. The prospective tenant must not be listed on any defaulting databases e.g. TICA or Barclays. Should the prospective tenant be listed a defaulting tenant, our Agency must be satisfied that the debt/ damage has been rectified.
6. The prospective tenant must meet other Selection Criteria outlined by the owner of the property e.g. no pets, non-smokers. Such criteria will be written into the lease agreement and prospective tenant is to comply.
7. All prospective application will have a 24 to 48 hour turnaround.

Applicants please note that there is a fee of \$5.00 for photocopying any supporting forms that accompany your application.

NOTICE TO ALL APPLICANTS

Please note that there is a \$5.00 photocopying fee for all applications requiring photocopies.

THE PROPERTIES MANAGED BY THIS OFFICE ARE PROTECTED BY THE BARCLAY M.I.S. LANDLORD PROTECTION PLAN.

**BEFORE ANY APPLICATION WILL BE CONSIDERED,
EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS.**

YOU MUST PROVIDE ONE FROM THE FOLLOWING 3 OPTIONS:

DRIVERS LICENCE	# 40 POINTS
PHOTO I.D.	# 30 POINTS
PASSPORT	# 30 POINTS

PLUS AT LEAST 1 OF THE FOLLOWING OPTIONS:

CENTRELINK STATEMENT OF INCOME	# 20 POINTS
LAST 4 PAY SLIPS	# 10 POINTS

PLUS A CURRENT BANK STATEMENT # 10 POINTS**PLUS ANY OF THE FOLLOWING ITEMS TO MAKE UP THE 100 POINTS**

LAST 4 RENT RECEIPTS	# 50 POINTS
BIRTH CERTIFICATE	# 20 POINTS
MIN. 2 REF. FROM PREVIOUS L/L AGENT	# 20 POINTS
TELEPHONE, ELECTRICITY, GAS ACCOUNT	# 10 POINTS
BANK STATEMENT – MOST RECENT	# 10 POINTS
CURRENT M.V REGO PAPERS	# 10 POINTS

**ALL APPLICATIONS ARE REFERRED TO BARCLAY M.I.S & T.I.C.A
FOR CONFIRMATION OF DETAILS SUPPLIED.**

*****IF YOU HAVE OWNED YOUR OWN HOME. We will need to see proof of home ownership in the form of previous rates notice, mortgage loan statement or copy of sale contract. *****

PRIVACY ACT 1988

COLLECTION NOTICE & CONSENT FORM

The personal information the prospective lessee/tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the lessor/s, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreements, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents.

If the applicant would like access to the personal information the Agents holds, they can do so by contacting John Ahern Real Estate at 390 Kingston Road, Slacks Creek, 07-3208-2766. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent many not be able to process the application and manage the tenancy.

SIGNED _____

THIS _____ DAY OF _____ 20_____

**** PLEASE REFER TO OUR PRIVACY STATEMENT LOCATED**
IN THE RECEPTION AREA OF OUR OFFICE**

RESIDENTIAL TENANCY APPLICATION FORM

JOHN AHERN REAL ESTATE

Shop 12 Market town, 390 Kingston Road
Slacks Creek Qld 4127
P: (07) 3208 2766 F: (07) 3808 7361

A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Lease Term?

<input type="text"/>	Years	<input type="text"/>	Months
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4. How many people will occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children	Ages: _____
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B. PERSONAL DETAILS

5. Please give us your details

Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Date of Birth

Drivers License

Pension no (if applicable)

Pension Type (if applicable)

Are you a: **Smoker** / **Non-Smoker** (please circle)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

**APPLICATION CONTINUES ON
REVERSE SIDE**

7. What is your current address?

Postcode

8. How long have you lived at your current address?

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?

10. Is the property at this address?

Rented Accommodation (Go to question 11)

A home you own (Go to question 12)

Other- please provide details

11. Please tell us about this rented property

Name of Landlord or agent

Landlord/Agent's phone no

Weekly rent paid

12. What is your previous address?

Postcode

13. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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14. Was the property at this address?

Rented accommodation (go to question 15)

A home you owned (go to question 16)

Other

OFFICE USE ONLY

TICA Rental Ref. Employment Ref.

15. Please give us further information about this rented property

Name of landlord/ agent

Landlord/ agents phone no

Weekly rent paid

Was bond refunded in full?

If no, why was the bond not refunded in full?

C. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

What is the nature of your employment? (Casual etc)

Employer's name

Employers Address

Contact name

Phone number

Length of employment

 Years / Months (please circle)

Net income?

If self employed, name of business

(MUST SUPPLY MOST RECENT TAX RETURN/ B.A.S)

D. CONTACTS/ REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no

18. Please provide a personal reference

Surname

Given name/s

Contact Name

Phone number

E. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/ Type

Council registration/ number

1.
2.

F. DECLARATION

- I, the applicant declare that the above information is true & correct and that supplied at my own free will.
- I, the applicant authorize *John Ahern Real Estate*, to collect personal information about me and conduct any searches deemed necessary, which may include TENANCY INFORMATION CENTRE OF AUSTRALIA (T.I.C.A), Barclay M.I.S, previous Landlords or Agents & employers to enable to assess my application for tenancy.
- I also authorize *John Ahern Real Estate* to obtain a rent ledger from my current lessor/agent.
- I also authorize *John Ahern Real Estate*, to disclose information collected about me to the owner of the property. I am aware that any information supplied in the application maybe passed onto T.I.C.A, Barclay or to any other Letting Agent/Lessor.
- I acknowledge that any false information I provide in this application could jeopardize this application and any subsequent tenancy agreement that I enter into on approval by the lessor/agent.
- I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.**
- I, the applicant declare that I am not bankrupt & that the rental is within my means.
- I have inspected the premises & wish to take a tenancy for a period of _____ months, at a rental of \$ _____. I also understand to pay a Rental Bond of \$ _____.
- I understand that failure to pay any rent arrears may result in me being listed with: TICA OR BARCLAYS
- I understand that upon approval a holding deposit of one weeks rent is payable within 24 hours. I also understand that the holding deposit is non-refundable after 48 hours unless otherwise agreed.
- I agree by signing this application form that I have read all the terms and condition herein.

Applicants Signature: _____

Date: _____

Agents Signature: _____

Date: _____