



APPLICATION FOR RESIDENTIAL TENANCY

INFORMATION BELOW FOR COMPLETING & SUBMITTING THIS FORM

- Provide all information and reference details with all persons wishing to reside clearly indicated.
- Read and Sign the **Privacy Act Acknowledgment Form**. Page 2.
- Provide identification to meet the 100 point check – copies are sufficient
- Provide proof for all income you have disclosed.
- Provide previous rental history contacts or proof of home ownership over the past 5 years.
- A covering letter is a good idea to provide further information about circumstances or to fill in time-line gaps.

PROCESSING PROCEDURE & ADVISING OF OUTCOME

- Your application will be processed with the information you provide and submitted to the landlord for their decision & approval. This is always a landlord decision guided by the information you have provided for our Agency checks.
- We are unable to give you any reason for non-acceptance if your application is not approved for this tenancy.
- If your application is successful you are required to pay 2 weeks rent immediately to secure the property. The bond of 4 weeks rent must be paid within 3 days of commencement of the lease.
- Water Charges may apply - please check with the property manager.
- It is a tenant's responsibility to connect electricity, telephone and gas supply to the property when the application is approved - unless otherwise advised.

WE CANNOT PROCESS YOUR APPLICATION UNLESS ALL SECTIONS HAVE BEEN FULLY COMPLETED & ALL INFORMATION IS PROVIDED WHEN SUBMITTED

PROOF OF IDENTIFICATION - 100 POINT CHECK GUIDE

EACH APPLICANT IS TO PROVIDE THE FOLLOWING IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE.

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1	Current Passport	40 Points
1	Current Driver's Licence with Photo	40 Points
1	Latest Electricity or Gas Account (with address)	40 Points
1	Latest telephone account (with address)	40 Points
2	Proof of Age Card with Photo	40 Points
2	Tertiary Education Photo ID	30 Points
2	Current Vehicle Registration	30 Points
3	Medicare Card	40 Points
3	Citizenship Certificate	40 Points
3	Birth Certificate	30 Points
3	Debit/Credit Card	30 Points
3	Pension or Health card	30 Points

SUBMIT THIS APPLICATION BY EMAIL WITH PDF DOCUMENTS OR IN PERSON AT OUR AGENCY

pm@propertylane.com.au

(07) 5442 1855

1/40 Wilson Avenue Woombye Q 4559



PROPERTY LANE REALTY

APPLICATION FOR RESIDENTIAL TENANCY

APPLICANT NAMES:
.....
.....

PROPERTY APPLYING FOR:

ADDRESS:.....

RENT:\$..... per week, BOND: \$.....(Equivalent of 4 weeks rent)

LEASE TERM REQUESTED - 6 / 12 MONTHS

DESIRED COMMENCEMENT DATE/...../.....

DATE INSPECTED/...../.....

ACKNOWLEDGEMENT - PRIVACY STATEMENT & CONSENT

The applicant acknowledges:

1. that the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
2. that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
3. that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
4. That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per State calculations.
5. Please Note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this three paged application is true and correct and given of my own free will. I declare that I am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority/Trust Account
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database) or TICA

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details

SIGNATURES REQUIRED

SIGNATURE

DATE/...../.....

SIGNATURE

DATE/...../.....



PERSON 1 DETAILS

Name.....
Age:years: Date of Birth:/...../.....
D/Licence :or Passport Number.....
CONTACT NUMBERS: Home
Work.....
Mobile
Email Address:
Are you a smoker/non-smoker.....

PERSON 2 DETAILS

Name.....
Age: years Date of Birth/...../.....
D/Licence.....or Passport Number.....
CONTACT NUMBERS: Home
Work.....
Mobile
Email Address:
Are you a smoker/non-smoker.....

RENTAL HISTORY CURRENT LANDLORD OR AGENT

Owned Home Living With Family/Friends; Agent/Private Landlord
Current Rental Address (at least 3 months).....
Agent/Landlord Name.....
Email:
Phone:.....
Start Date/...../..... End/...../..... Rent per week \$.....
Reason for vacating.....
Other Information

RENTAL HISTORY CURRENT LANDLORD OR AGENT

Owned Home Living With Family/Friends Agent/Private Landlord
Current Rental Address (at least 3 months).....
Agent/Landlord Name.....
Email:.....
Phone
Start Date/...../..... End/...../..... Rent per week \$.....
Reason for vacating.....
Other Information

PREVIOUS LANDLORD OR AGENT

Previous Rental Address
Agent/Landlord Name
Email:.....
Phone:.....
Start Date/...../..... End/...../..... Rent per week \$.....
Reason for vacating.....
Was bond fully refund YES / NO
If no, why not

PREVIOUS LANDLORD OR AGENT

Previous Rental Address
Agent/Landlord Name
Email
Phone:
Start Date/...../..... End/...../..... Rent per week \$.....
Reason for vacating.....
Was bond fully refund YES / NO
If no, why not



PROPERTYLANE REALTY

EMPLOYMENT DETAILS AND / OR INCOME VERIFICATION

Are You Employed.....Full Time; Part Time; Casual.....
 Occupation.....
 Date Commenced or Length of service.....
 Employer/Business Name.....
 Address.....
 Contact Person.....
 Phone: Business..... Mobile.....
 Net income per week \$.....Other Income \$.....p/week
 Centrelink Payments \$.....(provide statement)
 If self-employed provide a statement of income from your Accountant or the latest tax assessment notification.....

2 x PERSONAL REFERENCES

Name.....
 Relationship to you.....
 Phone

Name.....
 Relationship to you.....
 Phone

EMERGENCY CONTACT

Name.....
Address.....
 Relationship to you.....
 Phone:.....Other.....

EMPLOYMENT DETAILS AND / OR INCOME VERIFICATION

Are You Employed.....Full Time; Part Time; Casual.....
 Occupation.....
 Date Commenced or Length of service.....
 Employer/Business Name.....
 Address.....
 Contact Person.....
 Phone: Business..... Mobile.....
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2 x PERSONAL REFERENCES

Name.....
 Relationship to you.....
 Phone

Name.....
 Relationship to you.....
 Phone

EMERGENCY CONTACT

Name.....
Address.....
 Relationship to you.....
 Phone.....Other.....

FULL DETAILS OF ALL CHILDREN OR OTHER PERSONS WHO WILL OCCUPY THE PREMISES

Please note-all persons 18 years or over must complete an application form.

Name..... Age

Name..... Age

Name..... Age

Name..... Age

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PET AGREEMENT

PROPERTY		
PET DETAILS	Pet 1	Pet 2
<i>If more than 2 approved pets, print and complete separate Pet Agreement.</i>		
TYPE OF PET/S		
NAME/S		
AGE		
DESEXED		
COUNCIL REG #		
DESCRIPTION		

The Tenant/s acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the premises as specified in on this Pet Agreement.
2. Any pet other than the approved pet/s specified in writing on this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor prior to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by or as result of actions by their pet/s or their guests pet/s and regardless of their approval status.
5. The Tenant agrees to arrange for flea fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. If this is in reference to a dog/s they are to be outside at all times, unless specified otherwise in writing and permitted by the Lessor.

SIGNED AND ACCEPTED BY TENANTS:

Name/s: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Agent: _____ Date: _____

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