

TENANCY APPLICATION CHECKLIST

Note: Please provide colour copies of your personal identification and supporting documentation to submit with this Application Form. Please ensure your original documents are available when submitting this Application so that we can mark your copies as true originals.

Tick off each reminder below to ensure you have not missed anything. Unfortunately we are unable to accept Tenancy Applications that are not fully completed.

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| | All information/boxes completed on Application for Residential Tenancy (4 pages) Be sure to include your preferred lease term (6 of 12 months) on page 1 of 4 Be sure to include all information relating to your last 2 properties on page 2 of 4 You must provide 2 Personal References & 2 Personal Representatives on page 3 of 4 |
| | Provide a colour photograph of any pets that will be living with you as noted on page 1 of 4 |
| | Provide colour photocopies of your 100 points identification options outlined on page 3 of 4 (include at least 1 form of photo ID and be sure to copy both sides of any 2 sided cards e.g. drivers licence) |
| | If you are employed, copies of your 2 most recent pay slips must be provided |
| | If you are self employed, we require proof of income :- This can be copies of your most recent tax return, a letter from your accountant and/or a bank statement showing deposits and savings |
| | I have signed and dated the Tenancy Application Checklist (this page) |
| | I have signed and dated the New Tenant Information Sheet |
| | I have signed and dated the Privacy Disclosure Statement |
| | I have signed and dated the Declaration & Acknowledgement |

Boats, Trailers, Caravans, Large Vehicles

| | | | |
|---|--------|--------------------------|--|
| Do you have a boat, trailer, caravan or large vehicle to store at the property? | Yes/No | Vehicle registration no: | |
| Type of vehicle(s) | | | |
| What part of the property will you store the vehicle(s) on/in? | | | |

I have read, understood and agreed to the above information

| | | | | | |
|-------|--|------------|--|-------|--|
| Name: | | Signature: | | Date: | |
|-------|--|------------|--|-------|--|



NEW TENANT INFORMATION

- Applications are processed within 48 hrs Monday to Friday;
- Our agency is a member of the Tenancy Information Centre of Australia (**TICA**) whether applying to be a tenant or approved occupant;
- Final processed Applications will be referred to the owner of the property and the owner's decision is considered final;
- An appointment will be made to sign the Lease documentation, (or can be emailed to you together with the YouTube Link. *Please allow at least 20 minutes for this.*
- Once your Application has been approved and all documents signed, you will be required to pay 2 weeks rent within 24 hours of approval. Your bond may also be paid at this time or any time prior to taking possession of the property. This should be paid by direct deposit using the reference number allocated. Please let us know when submitting this Application if you intend to apply for a Bond Loan.
- Our office does not accept Bond Transfers. Housing Qld Bond Loans will be accepted once your Application is approved and providing the Lodgement Form 2c is signed prior to taking possession.
- Keys to the property will not be handed over until all monies are paid in full, the Lease documents are signed by all parties and the lease start date has commenced.

I have read, understood and agreed to the above information

| | | | | | |
|-------|--|------------|--|-------|--|
| Name: | | Signature: | | Date: | |
|-------|--|------------|--|-------|--|

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