



Agent details - Woodford Livestock & Property
Address- 121 Archer street, Woodford QLD 4514
Office Phone- 07 54961203 Email- rentals@woodfordproperty.com.au
WEB- www.woodfordproperty.com.au

Tenancy Application

Property Details –

Address - _____

Rent - _____ Lease Term - _____ Tenancy Start Date - _____

Examples of Supporting Documents Required to process your application -

You are required to meet 100 point identification and proof of income, one must be a photo ID.

70 Points

Full birth certificate

Passport

40 Points

Drivers Licence

Centrelink Card

Tax Return

BAS Statement (if self-employed)

Centrelink statement

25 Points

Medicare Card

Phone Bill

Motor Vehicle rego

Current rent ledger

Electricity Bill

- Each Applicant 18+ must fully complete, sign and supply the requested identification before the application will be processed.
- The applicant must inspect the property- applications will not be processed until you have viewed the property.
- If your application is approved – bond and 2 weeks rent must be paid into the trust account within 24hours of notification.
- Please ensure all field are completed – if your application is not fully completed this will delay the process

Applicant Details 1

Full Name - _____ Date of Birth - _____

Have you been known by any other names? - YES ☐ NO ☐ _____

Mobile _____ Work Phone _____ Home Phone _____ Email _____

Drivers Licence - _____ Passport Number - _____

Number of Vehicles - _____ Rego No- _____

Australian Citizen-YES ☐ NO ☐ Permanent Resident-YES ☐ NO ☐ Are you a smoker? YES ☐ NO ☐

Do you have any pets? YES ☐ NO ☐ Please ask for an additional Pet application to complete.

Do you have any dependants? YES ☐ NO ☐

Full Name	Relationship to Applicant	Dependant DOB
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Current Address - _____

Type Of Occupancy – Renting ☐ Own ☐ Living with Family ☐ Other ☐ _____

Length of Occupancy - _____ Current Rent - _____

Agent/Landlord – (If Renting) _____

Phone - _____ Email Address for agent - _____

Previous Address - _____

Type Of Occupancy – Renting ☐ Own ☐ Living with Family ☐ Other ☐ _____

Length of Occupancy - _____ Current Rent - _____

Agent/Landlord – (If Renting) _____

Phone - _____ Email Address for agent - _____

Note we require at least 5-year rental history to be supplied to process the application.

Employment - Status – Full time ☐ Part Time ☐ Casual ☐ Contract ☐ Self Employed ☐
 Occupation - _____ Date Commenced Employment - _____
 Employer/Business Name - _____
 Address - _____
 Phone - _____ Email - _____
 Weekly Income - _____ Are you on probation? - YES ☐ NO ☐
 Are you self-employed? – Accountants Name - _____ Phone - _____
Please provide 2 current pay slip or bank statement showing funds deposited
Other Income-
 Do you receive regular Centrelink payments? YES ☐ NO ☐ If yes please supply income statement.
 Description of payment/s - _____
 Total weekly income - \$ _____ Date payment started - _____
Personal References- Please do not list relatives, partners, or other applicants
 Reference 1 - _____ Relationship - _____
 Address - _____ Phone - _____
 Reference 1 - _____ Relationship - _____
 Address - _____ Phone - _____

Applicant Details 2

Full Name - _____ Date of Birth - _____
 Have you been known by any other names? - YES ☐ NO ☐ _____
 Mobile _____ Work Phone _____ Home Phone _____ Email _____
 Drivers Licence - _____ Passport Number - _____
 Number of Vehicles - _____ Rego No- _____
 Australian Citizen-YES ☐ NO ☐ Permanent Resident-YES ☐ NO ☐ Are you a smoker? YES ☐ NO ☐
 Do you have any pets? YES ☐ NO ☐ Please ask for an additional Pet application to complete.

Dependants Do you have any dependants? YES ☐ NO ☐

Full Name	Relationship to Applicant	Dependant DOB
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Address - _____

Type Of Occupancy – Renting ☐ Own ☐ Living with Family ☐ Other ☐ _____

Length of Occupancy - _____ Current Rent - _____

Agent/Landlord – (If Renting) _____

Phone - _____ Email Address for agent - _____

Previous Address - _____

Type Of Occupancy – Renting ☐ Own ☐ Living with Family ☐ Other ☐ _____

Length of Occupancy - _____ Current Rent - _____

Agent/Landlord – (If Renting) _____

Phone - _____ Email Address for agent - _____

Note we require at least 5-year rental history to be supplied to process the application.

Employment - Status – Full time ☐ Part Time ☐ Casual ☐ Contract ☐ Self Employed ☐

Occupation - _____ Date Commenced Employment - _____

Employer/Business Name - _____

Address - _____

Phone - _____ Email - _____

Weekly Income - _____ Are you on probation? - YES ☐ NO ☐

Are you self-employed? – Accountants Name - _____ Phone - _____

Please provide 2 current pay slip or bank statement showing funds deposited

Other Income-

Do you receive regular Centrelink payments? YES ☐ NO ☐ If yes please supply income statement.

Description of payment/s - _____

Total weekly income - \$ _____ Date payment started - _____

Personal References- Please do not list relatives, partners, or other applicants

Reference 1 - _____ Relationship - _____

Address - _____ Phone - _____

Reference 1 - _____ Relationship - _____

Address - _____ Phone - _____

Pet Application –

Please completed if you would like to be approved to have a pet at the property

Type	Name/Breed	Desexed (Y or N)	Council Reg#	Inside /Outside

NOTE: All pets are subject to the owners approval

The pet application on this form is only a request and will be subject to completing a Residential Tenancies Authority Form 21 upon acceptance of your application.

Declaration - I (_____) the **applicant 1–**

- | | | |
|--|-------------------------------|--------------------------------|
| 1. Have never been evicted by an agent/Lessor | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. Have no know reasons that would affect my ability to pay rent. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. Was refunded the rental bond for my last address in full
If False, please advise what deductions were made from your bond? | <input type="checkbox"/> True | <input type="checkbox"/> False |
| <hr/> | | |
| 4. Have no outstanding debt to another agency? | <input type="checkbox"/> True | <input type="checkbox"/> False |

Acknowledgement Applicant 1-

Please acknowledge the following by completing your details at the end of the acknowledgement-

1. I understand that you as the agent/ lessor have collected this information for the purpose of determining whether I am suitable tenant for the property, in particular to check my ID , my ability to care for the property , my character and my creditworthiness.
2. I understand and give permission to contact persons named in this application and to undertake such searches and enquiries (including any tenancy database searches eg. TICA) as you consider reasonably necessary.
3. I understand that you will contact and collect information from my previous agencies, employments and personal references listed on my application.
4. I acknowledge and accept that if my application is denied, the agency is not legally obligated to provide a reason as to why and will destroy my personal information with in 24 hours of being notified.
5. I acknowledge that I can review Woodford Livestock & Property privacy statement at www.reiq.com.au.
6. I acknowledge and consent that should my application be accepted and upon commencement of the tenancy agreement , there may be cause for the agent/ Lessor to pass on my details onto other/s which may include but not limited to- insurance companies , body corporate , contractors, other real estate agents, sales agents, and tenancy default database.
7. Consent to the use of email and facsimile in accordance with the provisions set out on Chapter 2 of the electronic transactions (Queensland's) Act 2001 (QLD) and electronic Transactions Act 1999.
8. I acknowledge that I have viewed a copy of the tenancy agreement during the inspection.

Name of Applicant - _____
Signature - _____ Date - _____

Declaration - I (_____) the applicant 2-

- | | | |
|---|-------------------------------|--------------------------------|
| 1. Have never been evicted by an agent/Lessor | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. Have no know reasons that would affect my ability to pay rent. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. Was refunded the rental bond for my last address in full | <input type="checkbox"/> True | <input type="checkbox"/> False |
| If False, please advise what deductions were made from your bond? | | |
| <hr/> | | |
| 4. Have no outstanding debt to another agency? | <input type="checkbox"/> True | <input type="checkbox"/> False |

Acknowledgement Applicant 2-

Please acknowledge the following by completing your details at the end of the acknowledgement-

1. I understand that you as the agent/ lessor have collected this information for the purpose of determining whether I am suitable tenant for the property, in particular to check my ID , my ability to care for the property , my character and my creditworthiness.
2. I understand and give permission to contact persons named in this application and to undertake such searches and enquiries (including any tenancy database searches eg. TICA) as you consider reasonably necessary.
3. I understand that you will contact and collect information from my previous agencies, employments and personal references listed on my application.
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8. I acknowledge that I have viewed a copy of the tenancy agreement during the inspection.

Name of Applicant - _____

Signature - _____ Date - _____