

Tenancy Application Form

This application should be completed **after** reading the application information on our website.

One (1) application is to be completed per person.

This application will only be processed if it is properly completed and all relevant supporting documentation attached.

Address of property for which you are applying:

Tenancy Requirements:

Proposed Lease commencement date:	
Lease term:	Year/s months
Rental Amount (per week):	\$
Number and age of children (if applicable):	
Number and type of pets (if applicable):	
Names of all other applicants and their relationship to you (eg husband, friend, partner):	
Smoking (yes/no):	

Personal Details

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

Emergency Contact

Given Name(s):	Surname:
Current Address:	
Relationship to you:	
Contact details:	

Current Rental Details

Current Residential Address:	
Period of Occupancy:	Current Rent: \$
Reason for leaving:	
Name of Landlord / Agent:	Phone:

Previous Rental Details

Previous Residential Address:	
Period of Occupancy:	Current Rent: \$
Reason for leaving:	
Name of Landlord / Agent:	Phone:
Was your bond refunded in full? If no, please specify:	

Employment Details

Occupation:	Net (after tax) income \$	per week/fn/month
Employer:	Contact Name:	
Address:		
Phone:	Contact Name:	
Length of Employment:		
If self employed:		
Accountant's Name:	Accountant's Phone:	

ABN:

Student Details

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

Centrelink Payments

Description of payments:	
Total Income (per week):	\$
Date payments commenced	

Personal References

Please do not list relatives, a co-applicant or partners and provide business hours contact numbers.

Referee's Name:	Relationship to you:
Phone:	Occupation:
Referee's Name:	Relationship to you:
Phone:	Occupation:

Privacy Statement

Our agency is bound by the provisions of the Privacy Act and the National Privacy Principles. Our agency's procedures in relation to personal information have been developed to ensure your protection under the relevant privacy laws. The personal information collected on this form is used to assess your residential tenancy application. As part of the assessment process our agency may obtain information about you from persons named in this application and from third party operators of tenancy databases information in order to check the accuracy of information provided in your tenancy application and to determine your suitability as a tenant. Our agency may disclose personal information about you to the owner of the property to which this application relates. If your application is successful, personal information collected in the tenancy application, tenancy agreement and during the course of your tenancy may be used by this agency and disclosed to third parties including the landlord, other agents, potential purchasers of the tenanted property and relevant trades people involved in

maintaining the tenanted property. If you fail to comply with the terms of your tenancy agreement, this fact together with any other relevant information that has been collected about you may be disclosed to the landlord, other agents or third party operators of tenancy databases. You have the right to access personal information that we hold about you by contacting this agency. We may refuse access to this information in certain limited circumstances provided for in the Privacy Act. We are entitled to charge you a fee to provide access to information. If the information requested in the tenancy application is not provided, this Agency may refuse to accept and process your application.

Tenant's Consent and Acknowledgement

I, the Applicant, acknowledge and understand that:

1. My personal contents insurance is not covered under any lessor/s insurance policy/s and understand that it is my responsibility to insure my own personal belongings;
2. The Agency has collected information contained in this application for the purposes of ascertaining whether I am a suitable tenant for the property and to ascertain the accuracy of the information provided by me;
3. Information provided by me may be disclosed to, and additional information received from, referees named in this application and other relevant third parties;
4. I have read the Privacy Statement and am aware of the Agency's Privacy Policy;
5. If my application is unsuccessful the agent is not legally bound to provide details as to why;
6. I have received and reviewed the Information Statement (Form 17a), General Tenancy Agreement (Form 18a), the standard terms, any special terms and the body corporate by-laws (where applicable) prior to signing this application;
7. The lessor and tenant are bound by this agreement upon communication of either the lessor or the agent's acceptance of the application;

I, the Applicant, consent:

1. To the Agency contacting the persons named in this application and to undertake enquiries and searches (including tenancy database searches) as the agency considers necessary;
2. If my application is successful there may be instances where the agency or the lessor will pass on my details to other parties including but not limited to body corporate, contractors, salespeople, insurance companies, real estate agents and tenancy default databases;
3. To the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic transactions (Queensland) Act 2001 (Qld) and the Electronic transactions Act 1999 (Cth).

I, the Applicant, declare the above information is true and correct and that I have supplied it of my own free will.

Name of Applicant:

Applicant's signature:

Date:

100 Point Identification Check

When submitting your application you must include copies of relevant identification totaling 100 points.

Item	Points	Tick		Points	Tick
Drivers License	40		Medicare Card	20	
Passport	40		Bank Debit/Credit Card	20	
Other Photo ID	20		Bank Statement	20	
Current Wage Advice	30		Telephone Account	20	
Previous Tenancy Reference	20		Electricity Account	20	
Previous 2 Rent Receipts	20		Gas Account	20	

Proof of Income

Employment Status	Document/s required	Tick
Employed	Minimum of (2) recent pay slips	
Employed (new job)	Letter of confirmation from employer including salary	
Self Employed	Letter from accountant, bank statements, previous FY statements	
Not Employed	Statement of Centrelink Entitlements	

OFFICE USE ONLY

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date