



## TENANCY APPLICATION FORM

**One Application Per Person - Please refer to the Terms and Conditions before making Application.  
Incomplete Applications cannot be processed.**

Property Address
Requested commencement date of Tenancy
Tenancy END Date and/or Requested Term of Tenancy
Rental property amount per week \$

### Information about your application *and* tenancy databases

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

#### What this means for you

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

Our agency uses the following tenancy databases: (insert information below)

- TICA


#### What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

#### Where can I get further information?

If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311.

Full Name of Applicant	
_____	
Date of Birth	_____
Business Hours Phone	Mobile
Email	
Current Residential Address	
_____	
Contact details to confirm current living arrangements (please circle) Lessor/ Agent/ Other	
Name	Phone/Mobile
Previous Residential Address	
_____	
Email	
Contact details to confirm previous living arrangement (please circle Lessor/Agent/Other	
Name	Phone/Mobile
Email	
Number of Occupants who will reside at the property	
_____	
Number of Dependants who will reside at the property	
_____	
Is anyone applying or going to reside at the property a smoker?	Yes / No
Names of Occupants/Dependants & Age 1 2	
3	4 5

Do you have any pets? Yes/No		IF Yes, Pet Type _____	
Breed	Number of Pets		Registered with council? YES/NO
Personal References (cannot be relatives, partner or other people applying with you)			
1. Name		Business Hours Phone	
Address			
Email			
2. Name		Business Hours Phone	
Address			
Email			
Next of Kin (contact in case of emergency or extenuating circumstances)			
Name		Phone/Mobile	
Address			
Email			
Employment/Income (please indicate by circling or ticking below) – Part Time/ Full Time/Contractor/ Casual/ Not employed/ Self-employed/ Student Other _____			
Weekly net income \$			
Name of Employer		Payroll Contact Name	
Phone		Email	
Length of Time at Current Employment		Months	Years

If a Student (please circle)	Name of University/Tafe/College/Other
Student ID number (copy required)	Visa Number (copy required)
If Self Employed; Name of Business	
Name of Business Accountant	
Address of Accountant	
Email	Phone
Are you an Australian Citizen? YES      NO.	
If No, please provide details of VISA or residency status as part of the application.	

## Terms and Conditions – please read carefully

I agree to provide 100-point identification – requirements are as follows (and VISA or current Residency status in Australia).

Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

***If you are unable to meet the 100-point criterion listed above, please speak with the Property Manager.***

I agree to provide proof of income, as part of this application, such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand, should my application be accepted, the agency (on behalf of the lessor) will require a General Tenancy Agreement (Form 18a) signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance, if accepted). I understand all required tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences, and during the tenancy (if the application is accepted by the lessor) – I understand the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand should my application be denied by the lessor, there is no legal requirement of the agency to disclose reasons why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. *(If you would like a copy of the agency privacy policy, please request one from our staff)*

I understand if I have any questions about the tenancy or the application process, the agency welcomes and encourages enquiries prior to applications being made. I further understand, I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement, pest control and water charging.

I understand I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. *(Please ask the property manager if you are unsure of the total amount required to be paid if the application is accepted by the lessor).*

I provide consent for the agency as part of application processing, to contact all necessary people (such as referees, other agents, tenancy databases), to verify the application information provided

and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the agency.

I consent to my personal information being passed on during the tenancy (should it commence), and after the tenancy, if required to other third parties which include, however, are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The lessor (owner) of the property may be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement, should it commence, is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the agency. **To review our agency privacy policy, please contact our office to request a copy.**

**By signing this form, I have read and understood clearly all the information outlined above.**

<b>Name of Applicant</b>	
<b>Signature</b>	<b>Date</b>

**Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 1 of this application;**

**Contact by our Agency may be made via phone, sms or email.**