

TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied
Each applicant must complete a separate Application



The property will not be held for you until the application has been approved and the first weeks rent has been paid to our office in cleared funds – we prefer to receive ALL payments via



OFFICE HOURS

Our office is open Monday to Friday 8:30am - 5:00pm, Saturday 9.00am - 12:00 pm, Closed Sunday.

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager

50 points Previous Rent Ledgers	20 points Min. 2 references from previous Agent/Lessor
50 points Bond Refund History (Refer to Bond Board)	20 points Current Motor Vehicle Rego Papers
50 points Passport	10 points Copy of Telstra / Energex / Gas Account
50 points Drivers License	10 points Other Identification
40 points Birth Certificate	

✓

- Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter).
- Written References (Personal, Rental and Employment)

PROCESSING AN APPLICATION

In most instances, we are able to process your application on the same day and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By-Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.



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SECURING THE PROPERTY - PAYMENT of 1st WEEK'S RENT

Once the application has been approved you will be required to pay a minimum of one week's rent to secure the property. Please note that this must be paid in cleared funds (credit card, cash or bank cheque). Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY



AGREEMENT & INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions.

COLLECTION OF KEYS

Our office is open **Monday to Friday 8:30am - 5:00pm & Saturday 9:00am – 12:00pm, closed Sunday.**
You will need to collect the keys, finalise payment of monies and sign all documents during these hours ONLY.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than **\$300 per week**, the bond requirement may vary. **This office does not except full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds for example using credit card, cash or bank cheque prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT –

RENT CANNOT BE PAID IN CASH OR CHEQUE TO OUR OFFICE.

Please see below for acceptable rent payment methods:

- (1) Credit Card payments through Rental Rewards – direct debit payments to your credit card weekly or fortnightly please ask for a registration form.
- (2) B-Pay payments through Hande-Rent – Telephone or Internet transfers from your cheque or savings account weekly or fortnightly. Please ask for a registration form.
- (3) Bank Deposit book – we bank with the Bank of Queensland and can give you a deposit book on request.

We can accept Cash or Bank Cheque for your bond and 2 weeks in advance on signing of your lease but do not accept cash or cheques for regular rental payments.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.



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ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ORIGIN (Electricity) 13 12 53

TELSTRA (Telephone) 13 22 00

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate.

You must return the Condition Report to our office within three working days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.



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Money required in cleared funds prior to moving
 in = 4 weeks bond & 2 weeks rent (or as stated)

RENT \$ _____ + BOND \$ _____

OFFICE USE ONLY (photocopy for tenant):

- Application signed & all details complete
- Photocopy Tenants ID 100 point check
- TICA check: Listed Yes
- Approved: Yes No
- Tenant Advised - request 1st weeks rent
- Enter tenant name & start date to computer

APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full & signed or your application will not be processed

RENTAL PROPERTY: _____

APPLICANTS DETAILS

Name		D.O.B.		/	/
Are you known by another name					
Contact No. Home	Work	Mobile			
Email Address			Fax No		
Number of dependants to reside in property		Total occupants	<i>(You must list ALL occupants names below)</i>		
Car Registration	Drivers Licence No.		Licensed State		
Passport No.	18+ Card No.	Other ID			
No. of cars to be kept at property			Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No					
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed		
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No					

Full name & age of all persons other than applicant wishing to occupy the premises

CURRENT RENTAL DETAILS – If you are considering a bond transfer, contact our office

Address		<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold			
Address		Phone	
Period of occupancy		/ / to / /	Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			



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PREVIOUS RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold			
Address	Phone		
Period of occupancy	/ / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency _____
 Address _____ Phone _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full - time <input type="checkbox"/> Part – time <input type="checkbox"/> Casual (hours per week)	
If less than 6 months Previous Employer	
Occupation	Period of employment
Address	Phone Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part – time <input type="checkbox"/> Casual (hours per week)	
Other	<input type="checkbox"/> Student (Name of College, TAFE, UNI) Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit	Allowance \$
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$



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HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY: [] To Let Sign [] Rental List
[] Telephoned [] Newspaper [] Window Card [] Internet

QUESTIONS

Have you ever been evicted or are you in debt to another Lessor or Agent [] Yes [] No
If yes, give details _____

I, the applicant, accept the property in its present condition [] Yes [] No
(A detailed Condition Report will be completed prior to you taking possession)
If no, give details _____

Our office prefers payment of rent with a credit card using _____

Nominate your preferred card for payment of rent [] VISA [] MasterCard [] American Express

The rent will be debited from your nominated credit card 2 days before the rent due date.

TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from _____/_____/_____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, tenant default agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first weeks rent and lease signed to secure the property. In this instance that being \$_____. THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to witness _____ DATE _____

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.