

The Ideal Rental Application

(Everyone over the age of 18 MUST fill out a separate application form.)

1. Tell us who you are

- ☐ Complete the application form
- ☐ Provide 100 points of identification



2. Tell us where you have lived

- ☐ Provide proof of current and previous residence
- ☐ Provide rental references and let them know to expect our call
- ☐ Provide rental ledger (ask your previous agent for a copy)



Monday 5 Sep 2014 2:17 PM		Tenant Ledger				Page 1 of 1	
		Briggs, Helen - 5 on Glen Drive, 26					
		Briggs, Helen - 26 Fairview Court, YOUTHSDIST					
Acct#	Date	Ref Number	Quantity	Debit	Credit	Balance	
Opening Balance							
\$0.00							
0004-000000	00/00/04	100 DEP	Revt	1000000.00 (1000000.00)	0000.00	\$001-0000.00	
0004-000000	00/00/04	100 CSH	Revt	1000000.00 (1000000.00)	0000.00	\$001-0000.00	
Closing Balance:							
						\$0.00	
						\$001-0000.00	
Example Real Estate Administrator							
Title Company: 190 N 123 123 Central Pl, TA Yourtime Realty Trust Account							
Central Gateway LLC 0.251202 Copyright © 1992-2014 Cosmos Accounts Pkty, All rights reserved.							

3. Tell us how you will pay the rent

- ☐ Provide documents proving your sources of income (payslips, bank statements, Centrelink Statement)

[illegible]

TENANCY APPLICATION

(Everyone over the age of 18 MUST fill out a separate application form.)

PLEASE NOTE: YOUR APPLICATION FORM WILL NOT BE ACCEPTED IF IT IS INCOMPLETE.

The property will not be held for you until the application has been approved and 2 weeks rent (holding deposit) is received or proof of payment has been provided to the office e.g. bank transaction receipt.

OFFICE HOURS

Our office is open 7 days a week -

Monday to Friday 8:30am - 6:00pm, Saturday 8:30am - 6:00 pm & Sunday 9:00am – 4:00pm only.

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF KEYS

Our Property Management Department is open **Monday to Friday 8:30am - 5:00pm**. You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require two weeks' rent and four weeks' bond. If your weekly rent is more than \$700 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 prior to collecting the keys. Please note we DO ACCEPT bond loans from the Department of Housing.

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 three 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

It is our company policy that all rental payments are to be made direct to the Bank. We offer 3 forms of banking methods. (1) Direct bank internet transfer payments (2) Direct deposit at Bank of Queensland (3) Direct Debit (you must set this up with your bank). This will be discussed with you when signing your Tenancy Agreement.

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 and all funds are received and cleared.

SMOKING

It is our company policy that no smoking is permitted inside the property due to health and safety and fire risks.

ELECTRICITY & GAS 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.

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 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. It is recommended that you also take photographs for your records.

TENANCY APPLICATION

(Everyone over the age of 18 MUST fill out a separate application form.)

I am applying to rent property (preference order) 1.) _____ (address) 2.) _____			
for a period of 6/12 _____ months commencing / / with rent of \$ _____ per week, bond of \$ _____			
FULL NAME :		Date of Birth : / /	
Mobile :	Drivers Licence # :	Do you smoke ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Email :		Work / Home phone :	
Australian Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO ➡		Copies of Passport and Visa attached <input type="checkbox"/>	
Visa Expiry : / /			
CURRENT RESIDENCE : _____ (address)			
<input type="checkbox"/> Own Home <input type="checkbox"/> Renting <input type="checkbox"/> Other ➡		Rent per week \$	Period of occupancy: Years Months
<input type="checkbox"/> Agent <input type="checkbox"/> Owner Name :			
Agent/Owner Fax or Email :		Phone :	
Reason for Leaving :		Do you believe the bond will be refunded in full? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PREVIOUS RESIDENCE : _____ (address)			
<input type="checkbox"/> Own Home <input type="checkbox"/> Renting <input type="checkbox"/> Other ➡		Rent per week \$	Period of occupancy: Years Months
<input type="checkbox"/> Agent <input type="checkbox"/> Owner Name :			
Agent/Owner Fax or Email :		Phone :	
Reason for Leaving :			
Was the Bond refunded in full?		<input type="checkbox"/> YES <input type="checkbox"/> NO ➡ Why? :	
PETS <input type="checkbox"/> YES <input type="checkbox"/> NO (PHOTO ATTACHED OF THE PET)		Pet Type :	Number of Pets : Are the pets inside or outside : <input type="checkbox"/> INSIDE <input type="checkbox"/> OUTSIDE
PERSONAL REFEREES (NOT Relative/Landlord/Employer)		PHONE	EMAIL
1.			
2.			
EMERGENCY CONTACT NAME :		(who will not be residing with you)	
Relationship :		Contact Phone No's :	
VEHICLES TO BE KEPT AT PROPERTY (NO unregistered vehicles are to be left at the property)			
REGISTRATION :		MODEL :	
REGISTRATION :		MODEL :	
REGISTRATION :		MODEL :	
ALL PERSONS TO RESIDE AT PROPERTY (including children)			
Full Name	Date of Birth	Full Name	Date of Birth
INITIAL			

TENANCY APPLICATION

(Everyone over the age of 18 MUST fill out a separate application form.)

CURRENTLY EMPLOYED <input type="checkbox"/> YES <input type="checkbox"/> NO		(Company Name)	
Your position :		Nett Income : \$ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract		Length of employment : Years Months	
HR Contact Name :		Company Address :	
HR Fax or Email :		Phone :	
Proof of Income attached (tick at least one) : <input type="checkbox"/> Bank Statement showing account holder name and at least two pays <input type="checkbox"/> Last two payslips IF WORK HAS NOT COMMENCED: <input type="checkbox"/> Signed Letter of Offer <input type="checkbox"/> Employment Contract			
PREVIOUS EMPLOYER (if current < than 6 months) :		(Company Name & Contact)	
HR Fax or Email :		Phone :	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract		Nett Income : \$ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year	
ARE YOU RECEIVING A CENTRELINK BENEFIT <input type="checkbox"/> YES <input type="checkbox"/> NO ➔ Centrelink Statement of Income			
SELF EMPLOYED <input type="checkbox"/> :		(Company Name)	
ABN		Nett Income : \$ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year	
Industry / Nature of Business :			
Accountant's Name :		Period trading : Years Months	
Accountant's Fax or Email :		Phone :	
Proof of Income attached (tick at least one) : <input type="checkbox"/> Income Statement by Accountant <input type="checkbox"/> ATO Return <input type="checkbox"/> Bank Statement NOTE: Must show name of account holder			
STUDENT <input type="checkbox"/> :		(Institution)	
Course :		Nett Income : \$ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year	
Date commenced :		Date due to complete :	
Student ID :			
Proof of Income attached (tick at least one) : <input type="checkbox"/> Centrelink Statement of Income <input type="checkbox"/> Parent/Guardian Letter <input type="checkbox"/> Bank Statement NOTE: Must show name of account holder & sufficient savings or at least two payments			
APPLICANT DECLARATIONS A			
Have you ever been evicted by any Lessor or Agent ? <input type="checkbox"/> YES <input type="checkbox"/> NO ➔ (details)			
Are you in debt to another Lessor or Agent ? <input type="checkbox"/> YES <input type="checkbox"/> NO ➔ (details)			
Is there any reason known to you that would affect your ability to pay rent when due? <input type="checkbox"/> YES <input type="checkbox"/> NO ➔ (details)			
<input type="checkbox"/> I declare the information provided is true and correct.			
<input type="checkbox"/> I declare I am not bankrupt or an undischarged bankrupt.			
<input type="checkbox"/> I confirm proof of income is attached as detailed in the occupation sections.			
INITIAL			

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APPLICANT DECLARATIONS A

I, the applicant, confirm that:

- ☐ The Property has been inspected both internally and externally by ☐ myself OR ☐ my representative _____ (name)
- ☐ I understand that this Application will not be processed until it is complete
- ☐ I am submitting a fully completed application for each adult wanting to reside in the property including supporting documents for proof of Income and ID
- ☐ I have signed all four pages of this application form
- ☐ I understand that if my/our application is approved, I/we will be required to pay a holding deposit of 2 weeks rent within the first 24 hours to secure the property.
- ☐ I understand that the bond (4 x weeks rent) must be paid in full before our move in date if approved.
- ☐ I understand that the bond and first two weeks rent is payable by direct deposit at the Bank of Queensland, internet transfer or direct debit.
- ☐ I understand that Personal Cheque, Cash or money order are **NOT** acceptable payment methods.
- ☐ **ONE FORM OF ID I HAVE PROVIDED INCLUDES A PHOTO**
- ☐ **ONE FORM OF ID I HAVE PROVIDED INCLUDES MY CURRENT ADDRESS**

	Points
PHOTO ID	
<input type="checkbox"/> Drivers Licence – FRONT AND BACK	40
<input type="checkbox"/> 18+ card	40
<input type="checkbox"/> Passport	40
<input type="checkbox"/> Other photo ID (union card, student card, staff ID card, etc)	20
SUPPORTING ID	
<input type="checkbox"/> Birth Certificate	40
<input type="checkbox"/> Current Utilities Account (e.g. Electricity, gas, phone)	30
<input type="checkbox"/> Current Bank Statement showing name of Account Holder	30
<input type="checkbox"/> Current vehicle registration certificate	30
<input type="checkbox"/> EFTPOS or CREDIT CARD – FRONT AND BACK	20
<input type="checkbox"/> Most recent rent receipt	10
<input type="checkbox"/> Medicare Card	20
<input type="checkbox"/> Pension Card / Health Care Card	10
<input type="checkbox"/> Credit Card Statement showing name of Account Holder	10
HOME OWNERS	
<input type="checkbox"/> Rates Notice	30
<input type="checkbox"/> Mortgage Payment Statements	40
TOTAL	/ 100

- ☐ I have supplied at least 100 points of ID from the list of qualifying ID above.

RENT PAYMENT OPTIONS : YOU MUST TICK ONE OF THE BELOW

- ☐ I will pay my rent using Direct Debit
- ☐ I will pay my rent using internet transfer
- ☐ I will pay my rent directly at the Bank Of Queensland

INITIAL

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PRIVACY DISCLOSURE STATEMENT

Absolute Real Estate Strathpine ('the Agency') is an independently owned and operated business, bound by the Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy.

The personal information you provide in this Application or our Agency collects from other sources is necessary for the Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy.

If the Application is successful, personal information collected about you in this Application AND DURING THE COURSE OF YOUR Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor.

If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY & COLLECTION ACKNOWLEDGEMENT

- ☐ I fully understand that the collection and use of personal information contained in this application and any additional annexures is in accordance with the Agency's Privacy Policy found on the Agency's website.
- ☐ I authorise the Agency to verify the details I have provided and collect information about me from:
- ☐ My current and previous employers;
- ☐ My previous letting Agents and/or Lessors; personal referees, and all other references on this application;
- ☐ Tenancy Databases to which the Agency subscribes (Tenancy Information Centre of Australia and National Tenancy Database). I can refer to their Privacy Disclosure Statements via: www.tica.com.au.
- ☐ I authorise the Agency to refer my name and contact details to service providers including tradespeople (to attend to work required at this Property), the Lessor, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

UTILITY CONNECTIONS

- ☐ If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. The Agency and it's nominated service provider (Direct Connect) is authorised to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION / TELEPHONE COMMUNICATION CONSENT

- ☐ I am the telephone account holder / email account holder or nominated person by the account holder.
- ☐ Consent is given to receive any documentation and communication relevant to the Tenancy by electronic communication methods such as email, facsimile, and SMS.
- ☐ I give permission for the Agency to contact me via the email, facsimile or telephone details provided to contact me for the purposes of processing this application.
- ☐ I give permission for the Agency to contact me via the email, facsimile or telephone details provided to contact me for the purposes of assisting me to find a rental property until I advise otherwise. (strike out if consent not given)

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

NAME	SIGNATURE	DATE

NOTICE ABOUT USE OF TENANCY DATABASE/S

Tenancy databases are often used by Landlords and Property Managers to check a prospective applicant's previous rental history to improve the landlord's chances of finding a reliable tenant.

Under the Residential Tenancies and Rooming Accommodation Act 2008, Landlords and Property Managers must provide written notice to prospective tenants about the residential tenancy databases that they use and how a prospective tenant can contact that database operator.

The database/s **Absolute Real Estate** use are:

Barclay MIS Protect & Collect Pty Ltd

Telephone: 1300883 916

(Tenant enquiries see contact details below)

P.O BOX 553 WYNNUM QLD 4178

(Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address.)

TICA

Telephone: 190 222 0346

(Calls charged at \$5.45 per minute, higher from mobile and pay phones)

P.O. BOX 120 CONCORD NSW 2137

TICA'S hours of operation are between 9:00am and 5:00pm Monday to Friday NSWEST.

You can request access via mail by writing to TICA at P O Box 120 Concord NSW 2137. You must provide your full name date of birth driver's license number passport number (except Australian) and current address. You are required to provide a stamped self-addressed envelope if no envelope is supplied no information will be returned. Once TICA has received your request, your request will be actioned a request for payment of AU\$19.80 will be forwarded to you requiring payment and an additional stamped self-addressed envelope will be required. When payment of the AU\$19.80 together with a stamped self-addressed envelope is received by TICA the results of your request will be forwarded to you.

Please allow up to five working days to process your request and then a further 8 working days to forward the results to you once payment together with a stamped self-addressed envelope is received by TICA.

Note: Payment of \$19.80 is payable by Bank Cheque or Money Order only. TICA does not accept personal or company cheque's!

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity	Gas	Phone	Internet	Pay TV
Insurance	Removalists	Truck or van Hire	Cleaners	

☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

Please provide your personal details:

Title: First Name:

Last Name:

Date of Birth: / Day / Month / Year

License/Passport/Medicare No:

State/Country:

Please provide your contact details:

Home phone no: Mobile Phone no:

Work phone no: Fax phone no:

Email address:

Connection Date:

/ Day / Month / Year

Property for connection:

Unit/Floor No: Street No:

Street Name:

Suburb:

State: Postcode:

Postal Address:

Unit/Floor No: Street No:

Street Name:

Suburb:

State: Postcode:



This is a FREE service that connects all your utilities and other services.

We guarantee that when you connect with one of our Markey leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (even if your telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as agent for the service providers, and to market or promote any of the services listed above. This consent will continue [for a period of 1 year from the date of your execution of this application/until 28] days after you disconnect the last of the services in respect of which Direct Connect arranges for the connection].
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date:

To view the Terms & Conditions please visit -
<https://www.directconnect.com.au/get-connected>