

Instructions for Preparing your Application for Residential Tenancy

Welcome to Professionals Tamborine Mountain. To assist you in ensuring your application is processed in an expedient manner, please ensure your application is returned with:

- Copies of all appropriate documentation
- All sections completed in full including contact details of referees
- All applicants have signed the application where indicated

Please Note: We are unable to copy the necessary documentation on your behalf. This must accompany your application. However, should you be unable to arrange copies of the required documentation, please call our office to arrange a time for the copying to be completed. Furthermore, please note there is a charge of \$0.20 per copy to be paid immediately prior to the copying being finished.

Failure to complete your application in full and return with required documentation will delay processing and could result in the property being leased to another applicant.

We recommend that to assist in ensuring the processing of your application that you request from your previous agent (or property owner):

- A copy of your ledger
- A letter recommending you as a tenant including dates of your lease, weekly rent paid, details of inspections whilst a tenant and a contact name for Harcourts to confirm details with
- Advising your previous agent (property owner) that we will be contacting them to confirm details of your tenancy

If you have rented several properties over the past three years, we require information from all past agents or property owner if privately leased.

Applications take up to 24 hours to process (providing all relevant referees can be contacted). This includes checks through the Tenancy Information Centre of Australia (TICA).

On **acceptance** of this application, all applicants are required to meet at this office at a scheduled time to pay at least the first two weeks rent and also sign the lease agreements. It will then be necessary for you to pay the balance of the money, being the bond, equivalent to 4 weeks rent for the bond, prior to the commencement of the lease.

Please Note: The property will remain available until the General Tenancy Agreement is signed by all parties and a minimum of the first two weeks rent has been paid. We accept Bank Cheque or Direct Deposit. Proof of Direct Deposit must be presented at time of meeting.

Should you require access to the property for the purpose of having the electricity and gas connected, you are able to sign out the keys for a specified period of time prior to the lease taking effect.

Please do not hesitate to call us if you have any further queries regarding your application.

Notice to all Residential Tenancy Applications

Before any application will be considered, each applicant must supply the following, if you fail to do so your application will not be considered nor will it be processed.

MUST HAVE FORMS OF ID
Drivers Licence or 18 + card
A bill showing your name and current address
A bank statement
Your last three pay slips
OPTIONAL ID DOCUMENTS (Please provide 2 of the items below)
A passport
Your last three rent receipts

A written character reference (Can not be from a family member)
A birth certificate
Any other form of photo id (I.e: A student card)
Current motor vehicle registration papers

Should you not be able to meet this criteria, please don't hesitate to contact our agency for advice.

All tenancy applications are referred to TICA (Tenancy Information Centre of Australia) and other relevant tenancy databases for confirmation of details supplied.

Disclaimer / Authority

I/We, the said applicant/s, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my/our own free will. I/We further authorise the leasing/managing agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I/We, the said applicant/s, do solemnly and sincerely declare that I/we am/are over 18 years of age and eligible to enter into this agreement.

I/We, the said applicant/s, to solemnly and sincerely declare:-

1. I/We have inspected the property located at: _____
2. I/We have, of my/our own accord, decided that I/we wish to rent the aforementioned property commencing ___/___/___ for a period of _____.
3. I/We have been informed, understand and agree that the rental for the aforementioned property is to be \$_____ per week, and that this rental is within my/our means to support.
4. I/We have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be ___TWO___ weeks in advance at all times.
5. I/We have been informed, understand and agree that the bond for the aforesaid property will be \$_____ and I/we further agree and undertake to pay the said bond on/before signing the tenancy agreement. I/We further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
6. I/We acknowledge that it is a policy of the agency not to accept Bond Loans and I am bound to pay the bond in full either by way of Bank Cheque or Direct Deposit into the Agency Trust Account prior to the commencement of my lease.
7. I/We have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I/we authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
8. I/We have been informed, understand and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me/us.
9. I/We have been informed, understand, and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me/us.
10. I/we have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

Privacy Acknowledgement

In accordance with Section 18n(1)(b) of the Privacy Act, I/we authorize you to give information to and obtain information from all credit providers and references named in this application. I/We understand this can include information about my/our credit worthiness, credit standing, credit history and/or credit capacity. I/We understand this information may be used to assess my/our application.

Applicant Name _____ Applicant Signature: _____

Applicant Name _____ Applicant Signature: _____

Applicant Name _____ Applicant Signature: _____

Witness Name: _____ Witness Signature: _____

APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY ADDRESS: _____

NAME OF APPLICANTS: _____

PROPERTY MANAGER: _____ DATE: __/__/__

PERSONAL DETAILS

Name in Full:

Surname: _____ Given Names: _____ DOB __/__/__

Contact Details:

Phone: _____ Work: _____ Mobile: _____ Fax: _____

Work email: _____ Private email: _____

Have you been known by any other name? Yes/No

If yes, what other name have you been known by? _____

Drivers Licence No: _____ State: _____ Passport: _____ Country _____

ADDRESS DETAILS

Present address: _____ Own/ Rent/Sold

Name of Agent/Owner: _____ Weekly rent: _____

Address of Agent/Owner: _____ Phone: _____

Period of Occupancy: _____ Reason for leaving: _____

Previous address: _____ Own/Rent/Sold

Name of Agent/Owner: _____ Weekly rent: _____

Address of Agent/Owner: _____ Phone: _____

Period of Occupancy: _____ Reason for leaving: _____

VEHICLE DETAILS

Make of vehicle: _____ Vehicle Model: _____ Registration: _____

How many vehicles will be housed at the property including your own? _____

DEPENDANTS

Do you have any dependants? Yes/No If so, how many _____

Name of dependants other than applicant/s who will be residing at the property:

Name: _____ Age: __ DOB __/__/__ Relationship to applicant _____

Name: _____ Age: __ DOB __/__/__ Relationship to applicant _____

Name: _____ Age: __ DOB __/__/__ Relationship to applicant _____

Name: _____ Age: __ DOB __/__/__ Relationship to applicant _____

WORK/EMPLOYMENT HISTORY

Are you employed? Yes/No

If employed on what terms permanent/Fulltime/Casual/Parttime/Centrelink/Contract/Other _____

Occupation: _____ Weekly Salary: _____ Period of Employment _____

Employer: _____ Phone: _____ Contact Person: _____

Employer's address: _____

Previous Employment: On what terms? Permanent/Fulltime/Casual/Part/Centrelink/Contract/Other: _____

Occupation: _____ Weekly Salary: _____ Period of Employment _____

Employer: _____ Phone: _____ Contact Person: _____

Employer's address: _____

SELF EMPLOYED

How long have you been self-employed? _____ Business Name: _____

How long has the business been established: _____ ABN: _____ Phone: _____

Address of Business: _____ Postal Address: _____

Accountant's Name: _____ Accountant's phone: _____

*** Please attach past 3 month's bank statements and letter from Accountant.**

IF STUDENT

If you are a student, what University, Tafe or School do you attend? _____

Student Identification Number: _____ Are you an overseas student? Yes/No

Visa Expiry Date: _____ Who is responsible for your rental payments? _____

If person other than you is responsible for your rental payments please provide full details: _____

PET DETAILS

Do you own a pet? Yes/No if yes will the pet be staying with you at the property? Yes/No

How many pets do you have? _____ What type of pet do you have _____

What is the breed of your pet/s? _____ What is the age of your pet? _____

Have you ever leased a property with your pet before? Yes/No If yes, which property? _____

Have you ever leased a property with your pet before? Yes/No If yes, which council? _____

Please supply a copy of the Council Certificate. Do you have a reference for your pet? Yes/No

If yes, please supply.

PERSONAL REFERENCES

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

NAME OF RELATIVE OR OTHER PERSON TO CONTACT IN EMERGENCY (not living with you)

Name: _____ Occupation _____ Relationship to Applicant: _____
 Phone: _____ Mobile: _____ Email: _____
 Name: _____ Occupation _____ Relationship to Applicant: _____
 Phone: _____ Mobile: _____ Email: _____

NAME/S OF PERSONS OTHER THAN APPLICANTS WISHING TO OCCUPY THE PREMISES

Name: _____ Age ___ DOB __/__/__ Relationship to Applicant: _____
 Name: _____ Age ___ DOB __/__/__ Relationship to Applicant: _____
 Name: _____ Age ___ DOB __/__/__ Relationship to Applicant: _____
 Name: _____ Age ___ DOB __/__/__ Relationship to Applicant: _____

TICA & OTHER RELEVANT TENANT DATA BASES – TENANCY HISTORY CHECK**Part A**

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided missing information could jeopardise your application.
2. The completion of the annexure does not constitute an offer of acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.

Part B

- 1.a) has any lessor or agent ever evicted you? Yes/No If yes please give details: _____
- b) Has any lessor or agent ever refused you another property? Yes/No If yes please give details: _____
- c) Are you in debt to another lessor or agent? Yes/No If yes please give details: _____
- d) Is there any reason known to you that would affect your capacity to pay rent?
Yes/No If yes please give details: _____
- e) Where any deductions made from your rental bond at your last address?
Yes/No If yes please give details: _____
- f) Have any deductions made from your rental properties?
Yes/No If yes please give details including the address of the property:

2. I (name) _____, the applicant hereby authorise you as the agent to conduct an enquiry with Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to the Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to assist in the assessment of my application.



10-12 Main Street,
 North Tamborine Qld 4272
 Phone (07) 5545 5000
 rentals@tamborinemountainrentals.com.au
 Fax (07) 5545 5050

In accordance with section 18n (1) (b) of the Privacy Act I / We _____,
 the applicant/s hereby authorize Professionals Tamborine Mountain to request the information below and to discuss our
 tenancy / employment history whilst leasing a property through your agency.

Tenant Name _____ Signature _____ Date _____

Tenant Name _____ Signature _____ Date _____

Property Address: _____

Managing Agent: _____ Property Manager: _____

Phone: _____ Fax: _____

To Whom It May Concern,

We appreciate your urgent attention to answering the following questions, in order for us to expedite the processing of the
 clients application. Our applicant/s have advised that they have either recently or in the past leased a property through
 your agency and in order for us to process their application thoroughly and with the appropriate due diligence, it is
 imperative that these questions are answered accurately.

What date did the lease commence? _____

What date did the tenant's vacate? _____

Did the tenant's vacate of their own volition? _____

If a Notice to Leave was issues, why was the notice issued? _____

Did the tenant/s pay the rent payments on time and as per the General Tenancy Agreement? _____

Did the tenant/s ever receive any breach notices and if so when and for what reason? _____

Where the routine inspections satisfactory and did you receive complete co-operation from the tenant/s in conducting the
 inspections? _____

If no, Why? _____

Did or will the tenant/s receive a full bond refund? _____

If not, for what purpose were deductions made? _____

Would the lessor or your agency ever rent a property to the tenant/s again? _____

If no, for what reason would the application be denied? _____

Thanking you in anticipation of a swift response. Could you please fax back to the above number. If I haven't heard from
 you, I will call you and am happy to seek your answers over the phone.

Thanking You

Cath Norris / Eliza Jones
 Property Manager



10-12 Main Street,
North Tamborine Qld 4272
Phone (07) 5545 5000
rentals@tamborinemountainrentals.com.au
Fax (07) 5545 5050

Employment Reference		Comments (attach if you need more space)
Basis of employment	Fulltime / Casual / Part-Time	
Nominated pay per week		
Length of employment	Months Years	
Will employment be ongoing?	Yes / No	

Name of Person giving the information _____ Date _____

Personal Reference		Comments (attach if you need more space)
How long have you known the applicant		
What is your relationship to the applicant		
How would you describe the applicant (eg. Honest, reliable, competent)		

Name of Person giving the information _____ Date _____