

1/84 Poinciana Ave Tewantin rentals@robertjamesrealty.com.au 07 5455 8700

RESIDENTIAL TENANCY APPLICATION

We advise all applicants that this office is a member of TICA, all applicant's details will be verified.

Tenants agree to provide the following information to assist in the processing of this application and agree that the agent may photocopy any item and retain as part of this application.

All Applicants must supply at least 3 forms of id in the name on their application - one of which *MUST* be a Government Issued Photo ID.

All Applicants *MUST* provide proof of Income eg. Payslips; Bank Statement

DRIVERS LICENCE (GOVT ISSUED)	<input type="checkbox"/>	Medicare Card	<input type="checkbox"/>
PASSPORT (GOVT ISSUED)	<input type="checkbox"/>	Pension Card	<input type="checkbox"/>
PROOF OF AGE CARD (GOVT ISSUED)	<input type="checkbox"/>	Utilities Bill (Electricity, Gas, Phone)	<input type="checkbox"/>
Other Photo ID	<input type="checkbox"/>	Bank Statement	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>	Tax Assessment	<input type="checkbox"/>

We require 2 weeks rent in advance and equivalent to 4 weeks rent for the Bond prior to the commencement of Tenancy (PAYMENT BY BANK DEPOSIT ONLY)

If there is any part of the application that you do not understand/cannot complete, please discuss the situation with the Property Manager prior to submitting the application. Only complete applications will be assessed.

Date required _____ Preferred Lease Term (please circle) 6 Mths / 12 Mths / Other

Property Addresses Applying For (in order of preference)	Date Inspected	Weekly Rent
1		\$
2		\$
3		\$
4		\$

Names of all Adults who will live in the premises (NOTE: All occupants 18yrs or older MUST complete an application form)	Tenant or Occupant	Relationship with Applicant 1
1		*Applicant 1 MUST be tenant
2		
3		
4		

Names of all Children who will live in the premises	Age	Relationship with Applicant 1
1		
2		
3		
4		

Pets to reside at property: (Please provide references for your pet)		Age	Indoor / Outdoor / Both
Type (eg: Dog)	Breed (eg: Labrador)		
1			
2			
3			
4			

Type of Vehicles to be parked at the property: (eg: Car/Boat/Caravan)	Registration Number
1	
2	
3	
4	

FIRST APPLICANT DETAILS

Applicants Full Name _____ DOB _____
Phone Numbers HOME _____ MOBILE _____ WORK _____
Email Address _____ Smoker / Non Smoker (please circle)
Driver's Licence/Proof of Age ID number _____ Passport number _____

RESIDENTIAL HISTORY (pls provide a minimum of 3 yrs history)

Current Address _____
Status (please circle) OWN HOME / RENTING (lease is in my name) / BOARDING (no lease in my name)
Period of Occupancy _____ From _____ To _____
Reason for Leaving _____
If renting or boarding please complete the following: Rent Paid/week _____
I pay rent to (please circle) OWNER / AGENT / ANOTHER OCCUPANT OF THIS PROPERTY / NO-ONE
Name of Owner or Agent rent is paid to: _____
If rented through an agency, please ensure you include the agency suburb location.
Phone number _____ Fax Number _____ Contact Person _____
.....

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If rented through an agency, please ensure you include the agency suburb location.
Phone number _____ Fax Number _____ Contact Person _____

REFEREES

Emergency Contact (not living with you) NAME _____ PHONE _____
Personal Referee 1 (not a relative) NAME _____ PHONE _____
Personal Referee 2 (not a relative) NAME _____ PHONE _____

If currently Self Employed, please supply 3 business references:

Organisation _____ Contact Name _____ Phone No _____
Organisation _____ Contact Name _____ Phone No _____
Organisation _____ Contact Name _____ Phone No _____

INCOME & EMPLOYMENT HISTORY (pls provide a minimum of 3 yrs history)

Current Employment Status (please circle) SELF EMPLOYED / EMPLOYED / RETIRED / BENEFITS

Occupation/Benefit Type _____ Industry _____

Employer's Trading Name & Address _____ Phone _____

Employment Address _____ Contact Name _____

Net Income/week _____ Manager/Payroll Name _____

Period of Employment/Benefit _____ From _____ To _____

Do you currently have income from any other source? YES / NO If Yes, please provide details:

Source _____ Amount _____ Frequency _____

Source _____ Amount _____ Frequency _____

Source _____ Amount _____ Frequency _____

***Proof of all income listed must be provided

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DECLARATION

I HEREBY CONFIRM THE ABOVE INFORMATION TO BE BEST OF KNOWLEDGE TO BE TRUE AND CORRECT IN EVERY DETAIL AND CONFIRM MY APPROVAL TO ANY OF THIS INFORMATION BEING VERIFIED BY THE LANDLORD OR THEIR AGENT.

I FURTHER DECLARE:

1. I have never been evicted by any Lessor or Agent.
2. I am not in debt to another Lessor or Agent.
3. I am not listed on any tenancy database.
4. I have inspected the property/properties listed on page 1 of this application form and I have of my own accord decided to submit this application for tenancy of this/these property/properties.
5. I found this property to be in satisfactory condition however would like to have the following items attended to as part of application submission _____.
6. I have been informed and understand that should I be approved for the said property I am to pay a holding deposit of one weeks rent. I understand and agree that this holding deposit will ensure my application is first priority for a period of 72 hours from this date. Within this time frame I understand that the property will continue to be advertised until I (the applicant) sign a lease on the said property. This Holding Deposit will be refunded if either party withdraws or a lease is not signed within the 72 hour period.
7. I understand that my Holding Deposit will be used by the agency as my first weeks rent and a further 1 weeks rent is required to be paid prior to the commencement of my lease.
8. I understand payment of a bond equivalent to 4 weeks rent is required prior to commencement of my lease.
9. I understand rental payments are required to be up to date at all times during the tenancy
10. I understand all rental payments are to be made directly into the bank account nominated on my lease or any account subsequently advised in writing.
11. I understand and agree that should there be a need to commence legal proceedings for recovery of rent, repairs or damage to the aforementioned property during the term of or at the expiry of the tenancy all costs associated with these proceedings shall be able to be recovered from me.

Applicant's Signature _____ Date _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application, a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

I/we acknowledge that photos will be taken at routine inspections and these photos may contain my personal items.

I/we acknowledge that if the property is listed for sale or rent during the time of my occupation, photos may be taken for advertising purposes and I will remove any items I do not wish to be photographed prior to this occurring.

I/we nominate _____ (applicant's name) to act on our behalf as the primary contact in relation to this application and their agreement to accept any approval is binding on all applicants listed on this form, subject to signing of relevant lease and bond documentation.

Name of Applicant	Signature	Date
1		
2		
3		
4		

APPLICANT DETAILS (For completion by each additional adult)

Applicants Full Name _____ DOB _____
Phone Numbers HOME _____ MOBILE _____ WORK _____
Email Address _____ Smoker / Non Smoker (please circle)
Driver's Licence/Proof of Age ID number _____ Passport number _____

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