



Northside/Head Office:
11E / 2 Flinders Pde, North Lakes



Southside Office:
2/1 Commercial Dve, Springfield

Tenancy Application Form

***** or APPLY ONLINE
via our WEBSITE *****

MAKING AN APPLICATION

- EVERY PERSON WHO INTENDS TO SIGN THE LEASE must fill out a SEPARATE Application Form. You must fill in all sections, read and sign the last page, and provide all necessary documentation.
Incomplete forms will not be processed.
- If you intend to run a client-based business from the premises (eg Day Care), you must first discuss this with one of our staff BEFORE making your application as permission must be sought by the Lessor.
- You can post, email or drop in your application. See office details above.
- If for any reason you decide to withdraw, please contact our office immediately.
- Allow **2 business days** to process applications.
- Application approvals are at the property owner's discretion.

SECURING THE PROPERTY

- If your application is successful, you will be asked to make an appointment to sign the lease and arrange payment of your first **2 WEEKS RENT**. This money is NOT refundable if you change your mind.
- You will also need to pay the Bond (4 weeks rent) to secure the property. Our office accepts Bond Loans - however, we do NOT accept Bond Transfers.

PAYMENT METHODS

- Our office uses *iPayRent* as the preferred method for rent payments. This is a convenient, secure payment system with very low fees. If you would like to know more, log onto www.solutionsproperty.com.au

!!! WARNING!!!

We have access to many resources including (but not limited to) Default Databases. Our application processing procedure is thorough and designed to show up any inconsistencies. Any application that is shown to be misleading or untruthful will be automatically declined.

A. YOUR PERSONAL DETAILS

 Mr/Ms Surname Given name/s

 If known by any other Surname eg Maiden name

 Date of birth: (DD/MM/YYYY) Driver's license no. State issued:

 Name/s of all other persons applying to be **lease-holders** & their relationship to you:

B. YOUR CONTACT DETAILS

 Daytime Phone: Mobile: Email:
C. TENANCY DETAILS

Address/s of property you are applying for (in order of preference if more than one):	Rent per week:	I have inspected	App ID - Office use only
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 When would you like to start the Lease? Term? months
****Be specific – 'asap' not acceptable**
ALL OTHER PERSONS NOT SIGNING THE LEASE who will be residing at the property - including children:

 *All persons
 over 18 yrs of age
 MUST provide
 photo ID

NAME	*DOB	NAME	*DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PETS

ANIMAL	BREED	AGE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

ALL VEHICLES (that will be parked/stored at the property, incl. boats, trailers)

MAKE	MODEL	REGO
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

D. RESIDENTIAL & RENTAL HISTORY - *AT LEAST 2 YEARS' RECENT HISTORY REQUIRED*****

(Attach separate sheet if insufficient space.)

Current Address

 Type - Tick 1 ☐ Own home ☐ Renting through Agent
☐ Private rental ☐ Staying with Family/Friends

Reason for leaving:

 How long have you lived there?

 Name of Landlord/Agent

 Landlord/Agent's PHONE number

 Landlord/Agent's EMAIL

 What is the Weekly Rent?
Previous Address

 Type - Tick 1 ☐ Own Home ☐ Renting through Agent
☐ Private Rental ☐ Staying with Family/Friends

 How long did you live there?

 Name of Landlord/Agent

 Landlord/Agent's PHONE number

 Landlord/Agent EMAIL

 What was the weekly rent?

 Was the Bond refunded in full? Yes ☐ No ☐

 If not, why not?

E. EMPLOYMENT DETAILS

Current employer

Occupation/Position

Full time, Part time, Casual?

Net weekly income?

Length of employment?

Employer's address:

Employer Contact Name & position held in Company:

Phone (landline preferably)

Fax / Email

Previous employer

Occupation/Position

Length of employment?

IF YOU ARE SELF-EMPLOYED:

Please provide your company's last tax assessment notice and your accountant's details.

Company Name:

How many years in operation:

Name of Accountant:

Accountant Phone No.:

F. IF YOU ARE RECEIVING OTHER INCOME (eg Government assistance):

You must provide proof of income

Type of income

Amount per week?

Type of income

Amount per week?

G. IF YOU ARE A FULL TIME STUDENT

Institution

Course

H. CONTACT IN CASE OF EMERGENCY

Must be someone **NOT** applying for this property

Name

Relationship to you

Daytime Phone

Mobile

I. IDENTIFICATION

Please provide the following:

1. Photo ID (e.g. Driver's license, Passport or Proof of Age Card)
2. Proof of current address (e.g. a recent gas, electricity or phone bill)
3. Proof of Income – your last 2 pay slips and/or Centrelink Income Statement
4. Visa Permit – Proof of residency in Australia (if applicable)

☐
☐
☐
☐

✓ **Tick to confirm these are attached**

J. YOUR COMMENTS

Please add any **questions** or **requests** you may have; or any other **information** you feel is relevant to your application:

K. SPECIAL TERMS / DECLARATION / PRIVACY CONSENT

SPECIAL TERMS:

Unless otherwise advised by the Agent, the following terms will apply to the General Tenancy Agreement:

No smoking allowed inside premises; Tenant to pay for excess water usage (ie Tier 2 quarterly consumption and above); All approved pets to be kept outside at all times; No unregistered vehicles to be visible at the property; Where there is a pool, tenants are responsible for payment of chemicals; Where the property is on a septic system, the tenant is responsible for regular maintenance of the Grease Trap. Use of the premises for business purposes is prohibited without the written consent of the Lessor/Agent.

DECLARATION:

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Before signing this application I have viewed the tenancy agreement, which is available online at www.solutionsproperty.com.au.

I acknowledge that this application is subject to the approval of the owner/landlord, and that upon approval, I am required to pay the first 2 weeks rent to secure the property. This money is NOT refundable if I decide to withdraw my application.

I declare that all information contained in this application is true and correct and given of my own free will.

I declare that there are no current legal restrictions which will prohibit me to live at the property.

I accept the property with its current inclusions/features unless otherwise specified in this application form.

I declare that this application may be regarded as my genuine intent to lease the property, and NOT subject to inspection of the property, unless otherwise stated in this application.

PRIVACY CONSENT:

I authorise the Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) 'TICA' – tenancy default database (Tenancy Information Centre Australia)
ph. 190 222 0346 PO Box 120 Concord, NSW 2137
- (d) 'NTD' – National Tenancy Database (Powered by VEDA)
ph. 1300 563 826

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/trades people to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access the information which I have provided to the Agent on the contact details at the front of this application. I am also aware that the Agent is not obligated to provide to me information which the Agent has collected in the processing of this application.

Name

Signature

Date