

TENANT APPLICATION INFORMATION

**Applications WILL NOT be processed unless all information is supplied
Each applicant must complete a separate Application Form.**

OFFICE HOURS

Monday – Friday 8.30am – 5.00pm

Saturday 9.00am – 3.00pm

PHOTO IDENTIFICATION

When handing in your application, you MUST submit a form of photo identification. Failure to supply current photo identification will result in your Application being refused.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your Application. Your application will not be processed until all documents are received.

IDENTIFICATION CHECK

Please speak with the Property Manager if you are unable to meet the below criteria.

Documents Required

- Photo Identification (Drivers Licence OR Passport OR 18+ Card)
- Other Identification (Medicare card OR Pensioner card OR Health care card)
- Proof of current address. For example Phone Bill OR Electricity Bill OR Tenancy Agreement OR Council Rates Notice
- Proof of regular housing payments (Rent receipts OR Tenant Ledger OR Mortgage payments)
- Proof of Income: Most recent Wage Slips OR Employment Letter, Bank Statement OR Centrelink Income Statements
- Council Registration for pets (if applicable)

PROCESSING AN APPLICATION

We endeavour to have applications processed within 24-48 hours of receiving it – unless it is received over the weekend. You will be advised if you have been successful or not via phone. Please notify your current agent and employer so that they are aware we will be contacting them for verification. This process may take longer if we're unable to get in contact with the Lessor or if your current agent/employer doesn't return our calls/emails.

APPROVAL OF AN APPLICATION & SECURING THE PROPERTY

If your application is approved, we will require you to come into the office within 48 hours to sign the lease documents and go through the Sign Up process. You will be required to make a minimum payment of 2 weeks rent plus any adjustment amount, to secure the property. Please note, this must be paid via DEFT PAYMENT SERVICES using BPAY – we DO NOT accept cash. The property will continue to be advertised and inspections held until monies are received and the lease documents are signed by all lease holders.

PAYMENT OF BALANCE OF RENT & BOND

Prior to taking possession of the property, we require the balance of rent owing (to bring you in line with your pay cycle) and your bond (equivalent to 4 weeks rent) If your weekly rent is more than \$700 per week, the bond requirement may vary. **This office does not accept bond transfers.** All monies must be received and receipted before we can release keys to you.

PAYMENT OF RENT

It is our company policy that all rental payments are to be made electronically throughout your tenancy. We will provide you with BPAY details once your application has been approved so that you can make payment immediately. You will also be provided with a calendar of rent due dates for your convenience.

TELEPHONE/ELECTRICITY/GAS CONNECTION

It is the tenant's responsibility to connect the electricity/phone/gas (if applicable) and to ensure it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

CONDITION REPORT

When you move into the property, be very particular with the Entry Condition Report and make sure you mark down anything that is not already noted on the report. If you do not mark it down, you will be liable for any discrepancies when you vacate. You **MUST** return the Condition Report to our office within three days of the commencement of your lease. Keep the report in a safe place during your tenancy, as you will need to refer to this report when vacating the property.

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

- Internet** RE/MAX Bayside / RealEstate.com.au / Domain / Other
 Rental Sign **Referral** **Office Enquiry**

FREE Utility Connection Service - with a difference!



Electricity Gas Internet Phone Pay TV Insurance

- Would you like access to genuinely discounted utility offers?
- Would you like to choose your providers in your own time?
- Would you like to save time and not have to speak with a call centre?
- Would you like to connect all your services in around 3 minutes on your mobile or computer?

Then please tick here

We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

APPLICATION FOR RESIDENTIAL TENANCY

ONE APPLICATION PER PERSON OVER THE AGE OF 18YRS

All pages of this application must be initialled and signed or your Application will not be processed.

RENTAL ADDRESS: (Order of preference) _____

APPLICANT'S DETAILS			
Full Name	DOB:		/ /
If you have been known by another name/s, please advise here:			
Mobile	Work Ph		
Email			
Number of dependants to reside at the property:			
Dependant Full Name:	Relationship to Applicant:	D.O.B:	
Dependant Full Name:	Relationship to Applicant:	D.O.B:	
Dependant Full Name:	Relationship to Applicant:	D.O.B:	
Drivers Licence No.	State of Issue:	Car Registration:	
No. of cars to be kept at the property:	Are they all registered	Yes	No
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property? Total Number:			
Are you or any of the dependants living with you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No			

CURRENT ACCOMMODATION DETAILS			
Address	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	\$ p/w
Name of Current Lessor/Agent			
Email	Ph:	Fax:	
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 – why?			
If you have sold or are selling your home, please provide Sales Agent contact details			

PREVIOUS ACCOMMODATION DETAILS			
Address	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	\$ p/w
Name of Current Lessor/Agent			
Email	Ph:	Fax:	
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 – why?			

PERSONAL REFERENCES			-DO NOT INCLUDE RELATIVES
Name	Ph:	Mobile:	
Address	Relationship		
Email Address			
Name	Ph:	Mobile:	
Address	Relationship		
Email Address			

EMERGENCY CONTACT	-NOT LIVING WITH YOU	
Name	Ph:	Mobile:
Address	Relationship	
Email Address		

RELATIVE NOT LIVING WITH YOU		
Name	Ph:	Mobile:
Address	Relationship	
Email Address		

INCOME DETAILS	-ALL INCOME IS NET OR TAKE HOME PER WEEK	
Current Occupation	Period of Employment	
Employer	Weekly "take home" pay \$	
What day of the week do you get paid?	How frequently are you paid? Weekly / Fortnightly / Monthly	
Address	Ph:	Fax:
Best Pay Roll Contact:	Email:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual (hours per week) <input type="checkbox"/> Contract – expiration / /		
Second Occupation – If applicable	Period of Employment	
Employer	Weekly "take home" pay \$	
Address	Ph:	Fax:
Best Pay Roll Contact:	Email:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual (hours per week) <input type="checkbox"/> Contract – expiration / /		

Self-Employed – if applicable		
Name of Business:	Nature of Business:	
Address	Ph:	Fax:
ABN No.	How long established	Personal Weekly Income \$
Accountant Name	Ph:	Fax:
Email		

Government Benefits – If Applicable			
<input type="checkbox"/> Student	Amount Received \$	weekly / fortnightly	What day do you receive payment?
<input type="checkbox"/> Newstart	Amount Received \$	weekly / fortnightly	What day do you receive payment?
<input type="checkbox"/> Pension – Type	Amount Received \$	weekly / fortnightly	What day do you receive payment?
<input type="checkbox"/> Other	Amount Received \$	weekly / fortnightly	What day do you receive payment?
Will this benefit change if you are approved for this property? If so, by what amount? \$ <input type="checkbox"/> increase <input type="checkbox"/> decrease			

Other Type of Income	(for example Savings, Investments, Maintenance Payments)	
Type	Income Derived \$	weekly/ fortnightly / monthly
Type	Income Derived \$	weekly/ fortnightly / monthly
Type	Income Derived \$	weekly/ fortnightly / monthly

PLEASE CONFIRM		
Have you ever been evicted or are you in debt to another Lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give details		
I, the applicant, accept the property in its present condition.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The property will be cleaned to RE/MAX Bayside Properties standard and a detailed Entry Condition Report will be completed prior to you taking possession.		



Shop 50, Alexandra Hills Shopping Centre
Cambridge Drive, QLD 4161
Ph: (07)3824 7828 Fax: (07)38241133
rentals@remaxbayside.com.au

TERMS & CONDITIONS – AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly declare that I am over 18 years of age and eligible to enter into this Agreement and that the information provided is true and correct and has been supplied of my own free will. I 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 I will be a suitable tenant for the property. I have inspected the property nominated (of had someone do it on my behalf) and wish to take a tenancy for a period of _____ months from ___/___/___ at a rental of \$___per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I have been informed, understand and agree that the rental for the said property is to be paid on the said day nominated on the General Tenancy Agreement and is to be in advance at all times.

I have been informed, understand and agree that the Lessor's Agent will conduct inspections of the said property as required and I further warrant that I will co-operate fully to allow these inspections to be carried out as scheduled. The times allocated for these inspections are not able to be negotiated or rescheduled. I understand RE/MAX Property Managers will conduct themselves in a professional manner whilst inspecting the said property at all times. I am also aware and agree for photos to be taken at these inspections.

I, the applicant, agree that I will not be entitled to occupation of the premises until:

- a) Vacant possession is provided by the current occupant of the premises
- b) The Tenancy Agreement is fully signed by all parties; and
- c) The payment of all monies due, being full bond, 2 weeks rent and any extra to bring me in line with my pay day, are paid and receipted prior to the occupation of the premises.

I have been informed and understand and agree that I will still be liable to pay rent from the commencement date of the Tenancy Agreement, despite not being permitted to enter the premises until the aforesaid monies are paid in full to RE/MAX Bayside Properties.

It is agreed that acceptance of this Application is subject to the Agent obtaining a satisfactory report as to my credit worthiness. I understand that you, as the Agent, are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the Agent to check credit references, employment details, previous rental references, databases agencies, personal references and any other searches which may verify the information provided by me. I authorise any party listed on this Application to provide all information to RE/MAX Bayside Properties. I also authorise the Agent to give information to the Lessor of the property, credit providers, insurance providers, other Agents, salespeople, database 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, I agree that should I fail to comply with my obligations under the Agreement, the failure to comply may be disclosed to third party operators of tenant registry Agents and or other Agents.

I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, water costs, utility expenses, repairs and or damages 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.

Once the Application has been approved I agree to pay the first 2 weeks rent within the following 48hrs to secure the property., in this instance, being \$_____. THE PROPERTY WILL NOT BE SECURED UNTIL THE AGENT RECEIVES THIS MONEY & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.

I, the applicant, have been informed, understand and agree that should this Application not be accepted, RE/MAX Bayside Properties is not required or obligated to disclose why or supply any reason for the rejection of this Application unless the Application was declined as a result of my name being listed with a tenancy database for a tenancy breach or outstanding debt. If the Application is declined, my details will be held with RE/MAX Bayside Properties for one month. Following this period all details held will be disposed.

APPLICANTS SIGNATURE: _____ 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 on 3824 7828.



PET APPLICATION

Property Address: _____

Names of Applicants: _____

Name of Address: _____

Type of Pet:

DOG: _____ Number: _____ Ages: _____

CAT: _____ Number: _____ Age: _____

OTHER: _____ Number: _____ Age: _____

*** CURRENT PHOTO REQUIRED OF ALL PETS ON APPLICATION ***

Is the pet desexed: YES/NO

Is the pet registered by council: YES/NO – Registration Number: _____

Should the application be approved, the tenants agree to the following:

1. If an outside pet, the tenant/s agree not to allow the pet inside the house at any time.
2. The tenant/s agree to have flea control treatment if they've had a dog or cat and a lice control treatment for the keeping of birds. This needs to be carried out by a registered pest control company upon vacating the property – a receipt is to be supplied when the keys are handed into the office.
3. Should there be evidence of fleas and lice during the tenancy, the property must be fumigated by a registered pest control company within 7 days and a receipt provide to the office. This will be at the tenant's expense.
4. The tenant/s agree to remove the pet droppings from the property on a weekly basis.
5. The tenant/s agree that the dog will be registered in accordance with the local council by-laws and kept in a fenced area and not cause a disturbance to neighbours.
6. The tenant/s agree that any damages caused to the property or gardens by the pet will be rectified by the tenants, at their expense, either at the time of vacating the property or at the discretion of Remax Bayside Properties.
7. The tenant/s agree that no unauthorised pets are to be kept at the property – even for a short period or temporary basis.
8. The tenant/s agree that this agreement is ONLY for the pet described above. No other pets other than the ones mentioned above will be permitted at the property.
9. Should any complaints be received by Remax Bayside Properties from neighbours about the pet, the tenants agree to take whatever steps are necessary to resolve the complaint immediately.
10. The tenant/s agree that if they keep fish in a fish tank, they accept full responsibility for any damage caused by leakage or spillage of water.
11. The tenant/s hereby indemnify and keep the lessor/agent indemnified in respect of all damages, injuries, loss, costs or any other expenses, whether caused directly or indirectly from the tenants pet, including but not limited to, the tenants pet escaping the property and causing loss, damage, injury or costs to a third party.

The tenant understands that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet and is also grounds for further action.

APPLICANTS NAME: _____

APPLICANTS SIGNATURE: _____

DATE: _____