



## TENANCY APPLICATION

### AGENCY NAME & ADDRESS

Beauesert Properties  
113 Brisbane Street  
BEAUDESERT QLD 4285

### CONTACT DETAILS

PH: (07) 5541 3300  
FAX: (07) 5541 3092

### EMAIL

[rentals@beauesertproperties.com.au](mailto:rentals@beauesertproperties.com.au)

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### Applicant Name:

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### Address Applying for:

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Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

#### Please read prior to completing your Application

- One Application is to be completed per person
- This Application cannot be processed until it is completed correctly including **100 points of ID & proof of income** which must include 1 item of Photo ID. Proof of income is also required. Refer to list below.
- If you fax or email your application and documents, please call our office to confirm all documents have been received.
- **NOTE:** Landlord protection insurance does not cover tenants' contents. It is **YOUR** responsibility to arrange insurance cover for your belongings.

#### **DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK**

#### **Points per Document**

Passport  Birth Certificate 70

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Drivers Licence  Proof of Age Card

Other Photo ID from Government e.g Pension Card, Student Card 40

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2 recent Rent Receipts  Tenant Ledger 25

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Documents on which your name and current address appear:

Car registration certificate  Rates Notice  Electricity Account

Bank/Credit Card Statement  Telephone Account  Gas Account 25

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#### **DOCUMENTS ACCEPTED FOR PROOF OF INCOME**

2 most recent payslips  Employment contract

Letter from accountant (if self employed)  Bank Statements 25

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### Applicant Checklist

**Please note:** Your application **will not** be processed until all of these items are completed and/or supplied in full

- Attached photocopies of documents to meet 100 points of ID which include mandatory documents
- Inspected the property both internally and externally
- Completed the application form in full, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Attached proof of income and/or savings

## APPLICANT'S DETAILS

Full Name \_\_\_\_\_ Other name/s you have been known by \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_\_ Passport No \_\_\_\_\_ Expiry \_\_\_\_\_

Home \_\_\_\_\_ Mobile \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

**Australian Citizen**  Yes  No: Attach copies of Passport and Visa \_\_\_\_\_ Visa Expiry Date \_\_\_\_\_

**Current Address**  Renting  Owned  With Friends/Family  Sharing, not on lease  Other \_\_\_\_\_

Address in Full: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Period of Occupancy: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Fax/Email: \_\_\_\_\_ Business No: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you expect the bond to be refunded in full  Yes  No – Why: \_\_\_\_\_

**Previous Address**  Renting  Owned  With Friends/Family  Sharing, not on lease  Other \_\_\_\_\_

Address in Full: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Period of Occupancy: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Fax/Email: \_\_\_\_\_ Business No: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### **Employment**

Current Employer Business Name: \_\_\_\_\_ Position: \_\_\_\_\_

Full Time  Part Time  Casual  Contract

Length of Employment: \_\_\_\_\_ Payroll/Manager's Name: \_\_\_\_\_

Business No: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

Income – after tax: \$ \_\_\_\_\_ Paid per week / fortnight / month \_\_\_\_\_

### **If Self Employed**

Company Name: \_\_\_\_\_ Trading As: \_\_\_\_\_

Address: \_\_\_\_\_ ABN: \_\_\_\_\_

Period Self Employed: \_\_\_\_\_ Industry/Nature of Business: \_\_\_\_\_

Income – after tax: \$ \_\_\_\_\_ Paid per week / fortnight / month \_\_\_\_\_

### **Centrelink – Statement must be provided**

Payment per fortnight: \$ \_\_\_\_\_ Family payment per fortnight: \$ \_\_\_\_\_

Child Support per week / fortnight / month : \$ \_\_\_\_\_

Any other source of income per week / fortnight / month : \$ \_\_\_\_\_

**Vehicles to be kept at property**

Registration No \_\_\_\_\_ Model \_\_\_\_\_

Other \_\_\_\_\_

**Occupancy Details** of persons to reside at property other than applicant, including dependants and other applicants

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Smoker**  Yes  No

**Pets**  Yes  No Type of Pet: \_\_\_\_\_ Number of pets: \_\_\_\_\_

**Emergency Contact Details** of closest friends/relative who will not be residing with you.

1. Name \_\_\_\_\_ 2. Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone No: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Referees** (1x professional, 1x personal) who are not relatives. Must be contactable within the next 48 hours.

Name \_\_\_\_\_ Business Hours Contact \_\_\_\_\_

1. \_\_\_\_\_ Phone No: \_\_\_\_\_

2. \_\_\_\_\_ Phone No: \_\_\_\_\_

**Declarations** – Applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent?  No  Yes:

Are you in debt to another lessor or agent?  No  Yes:

Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes:

Was your bond at your last address refunded in full?  No  Yes:

Was the property in a satisfactory condition when you inspected it? If no, list requests.  No  Yes:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for tenancy for a period of \* \_\_\_ months, at rental of \*\$ \_\_\_ per week commencing on \* \_\_\_/\_\_\_/\_\_\_ . I understand that if the nominated applicant is advised this application is approved then within 24 hours a holding deposit of one weeks rent is to be paid to Beaudesert Properties Trust Account.

I understand that the agent will only accept Direct Debit payments into Beaudesert Properties Trust Account. No cash or eftpos will be accepted.

ITEM	CALCULATION	\$ PAYABLE
Rent – first 2 weeks rent	2x \$ =	\$
Bond – 4 times weekly rent	4 x \$ =	\$
<b>TOTAL PRE-MOVING COST</b>		<b>\$ _____</b>

**APPLICANTS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



## Privacy Disclosure Statement

Please acknowledge the following by selecting either Yes or No

I, the applicant,

1. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.  Yes  No
2. Understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness  Yes  No
  - 2.1 for such purposes, I authorise you to contact the persons names in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary  Yes  No
  - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application, previous landlords and/or letting agents and other relevant third parties.  Yes  No
3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why.  Yes  No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.  Yes  No
5. Consent to the use of email or facsimile and the method of receiving advice or notifications by SMS is accepted.  Yes  No
6. Declare that the above information is true & correct and that I have supplied it of my own free will.  Yes  No

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



MAKES MOVING EASY

**Your free no obligation utility connection service**

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Direct Connect can help arrange for the connection or provision of the following utilities and other services: Electricity Gas Phone Internet Removals Pay TV Truck or van hire Cleaners Insurance Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services. We guarantee that when you connect with one of our market 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 (including by telephone or SMS even if the Customer's 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 an 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 the Customer enters into the Agreement 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.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## REQUEST TO SIGN TENANCY AGREEMENT FOR UNSEEN PROPERTY

**Property Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

I/We have submitted application/s for tenancy at the above property. If approved as tenant/s, I/we request to sign a General Tenancy Agreement prior to inspection of the property personally and confirm the following:

- I/we have not personally inspected the property my/our application for tenancy relates to.
- I/we understand the agent's recommendation is to inspect the property prior to submitting an application for tenancy.
- I/we request the agent to process the application/s for tenancy and if approved, to forward the General Tenancy Agreement for my/our completion with signature/s and date. I/we acknowledge and understand that by signing the General Tenancy Agreement I/we are entering into a binding Tenancy Agreement.
- I/we have viewed details and photos of the property advertised by the agent and understand it cannot equal representation of the property as an inspection on site by my/ourselves would.
- I/we have conducted research about the property, comparable rentals and location and are satisfied with results sourced via resources e.g Google maps, street directory, rental property comparisons via other real estate agents and [www.realestate.com.au](http://www.realestate.com.au).
- I/we understand that after signing the General Tenancy Agreement, if I/we change my/our mind to proceed with the tenancy and I/we elect to break the tenancy agreement, I/we am/are obligated to all terms of the General Tenancy Agreement broken. (NB: Refer to copy of the General Tenancy Agreement standard terms and conditions).

**All applicants are to complete the following section:**

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**PUBLIC ENQUIRY DEPARTMENT**  
P.O. BOX 120  
CONCORD NSW 2137  
**TEL: 190 222 0346**  
Calls charged at \$5.45 per minute, higher from mobile and payphones  
ABN 84 087 400 379

## **TICA Privacy Disclosure Form**

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### **Primary Purpose:**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### **Secondary Purpose:**

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

### **TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

### **TICA Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_