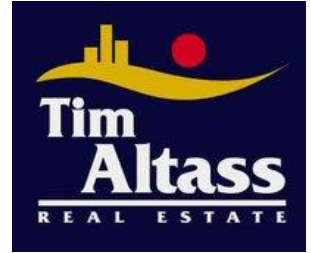


Residential Tenancy Application Form



Thank you for choosing Tim Altass Real Estate. Please complete this application form thoroughly so we can process it as quickly as possible. Please note the following **important** points.

1. This application must be accompanied by a copy of your **Drivers licence/learners permit/ 18+ card/passport** for identification purposes.
3. **Proof of current income** must be provided. (Last 3 payslips or letter confirming your Employment/income) and/or **Centrelink** Statements.
4. If there is more than one applicant a separate application form is required for each applicant.
5. **All spaces need to be filled. If the information is not available write – NOT AVAILABLE**

Telephone: **07 3395 5002**
Facsimile: **07 3395 7971**
664 Wynnum Road
Morningside 4170
rentals@timaltass.com
P.O. Box 150
Morningside 4170

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Real Estate.com Tim Altass Web Site Sign Rent List Other: _____

RENTAL PROPERTY

Property Address

TENANCY REQUIREMENTS

Length of Tenancy	Rent \$ (Per Week)	Requested Commencement Date / /
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APPLICANT'S DETAILS

Full Name of Applicant

Date Of Birth

Drivers Licence number

State of Issue

Email Address

Home Phone

Mobile Phone

Work Phone

OCCUPANCY DETAILS - Number of Occupants who will live in the property:

Number of Dependants:

Names and Date Of Birth of all Occupants:

PETS **Yes/No**

Type of pets:

Registered with council? **Yes/No**

CURRENT ADDRESS DETAILS

Current property address:

Agency Name & Phone Number:

Property Managers contact name and direct number:

Period of occupancy: Years Months

Rent/Mortgage (Per Week) \$

Current arrangements: Lessor/Agent/Own home/Share

PREVIOUS ADDRESS DETAILS

Previous Property Address

Agency Name & Phone Number

Period of occupancy: Years Months

Rent/Mortgage (per week) \$

Previous arrangements: Lessor/Agent/Own home/Share

CURRENT EMPLOYMENT DETAILS

Current Employer (Company) <input type="checkbox"/> I have notified my employer and authorised the release of information to verify my employment		
Your Position	Contact Name (Payroll/Accountant)	Contact Number
Length of Employment	Nett Income (Per Week)	Full time / Part time / Casual / Contractor / Self Employed / Student / Not Employed

PREVIOUS EMPLOYMENT DETAILS

Previous Employer (Company)		
Your Position	Contact Name (Payroll/Accountant)	Contact Number
Length of Employment	Nett Income (Per Week)	Full time / Part time / Casual / Contractor / Self Employed / Student / Not Employed

OTHER INCOME / EXPENSES

Please note any other form of income that you may be receiving (please attach supporting documents)		
Source:	Weekly income:	
Please list any debts/loans currently owing (List weekly payments please):		Car Loan \$
Personal Loan \$	Credit Cards \$	Any other Loans \$

EMERGENCY CONTACT DETAILS		
Name	Relationship	Contact Number
Address		

PERSONAL REFERENCES

Name	Business Hours Phone
Address	Relationship
Name	Business Hours Phone
Address	Relationship

Notes:

INFORMATION ATTAINMENT DISCLAIMER

I, _____, DO SOLEMNLY AND SINCERELY DECLARE:-

In accordance with section 18n (1) (b) of the Privacy Act 1 authorise you to give information to and obtain information from all credit providers/references and employers named in this application. I understand this information may be used to assess my application. I further authorise the letting agent to contact and/or conduct any inquiries and/or searches with regard to the information and references supplied in this application.

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why.

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken)

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases, employers) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) to other third parties such as the lessor, tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

By signing this form, I have read and understood clearly all of the information outlined above.

Applicants Full Name:	Date of Birth:
Applicants Current Address:	
Applicants Signature:	Date:

I hereby agree to the following special terms that will be included in a standard form 18a lease.

Special Terms:

Water Usage Charge - Excess Usage

1. Where Item 12.2 and Clause 17(3) of the Standard Terms apply and the Tenant's water usage is more than a reasonable quantity of water determined in accordance with Section 169 (4)(a-e), the Tenant will be liable to pay for such excess.
2. The parties agree in terms of Section 169(4)(a-e) a reasonable quantity of water usage shall beset under advisement of Brisbane City Council, current recommendation is 200L per person/ per day, and all water used in excess of that amount will be paid for by the Tenant at the applicable rate charged by the relevant local authority from time to time.

Curtains, Blinds & Carpets

All curtains, blinds and carpets are to be cleaned by a professional and a receipt is to be provided to Tim Altass Real Estate upon vacate.

Tenancy Inspections

Tenant acknowledges and agrees that upon receipt of a Notice to Leave or Notice of Intention to Leave the following procedure will be carried out:

- A) Property will be advertised online 4 weeks before vacate date
- B) Tenancy inspections can be carried out between 8am and 6pm Monday to Saturday, every second day
- C) Tenant will be provided with 24 hours notice of inspection
- D) Multiple groups will attend the inspection times scheduled

Timber Floors

The Tenant(s) will use felt protectors (or similar product) on the bases of any furniture placed on timber floor surfaces in order to prevent scratches or other damage.

Smoking - House

No smoking by any Tenant or guest is permitted in the indoor areas of the Premises nor shall the Tenant leave around the Premises, debris arising from smoking.

Keys - Loss & Replacement

The Tenant will be responsible for all costs associated with the loss or replacement of keys, locks or security devices and services of a locksmith if required.

Change of Details

The Tenant will keep the Agent updated with any change of personal details previously provided to the Agent including mobile numbers and email addresses.

Pets - Indoors

In accordance with Clause 24 of the Standard Terms, where the Tenant is permitted in accordance with Items 17.1 & 17.2 to keep pets on the Premises, the Tenant agrees and confirms such pets will not be allowed in any of the indoor areas of the Premises.

Pets - During Inspections

The Tenant agrees it will ensure during all inspections that pets permitted by the lease to be on the Premises do not create a nuisance and are either restrained or removed.

Pets - Pest Control

1. The Lessor having at the commencement of this agreement has agreed to allow pets at the premises upon the condition it is fumigated against fleas by a licensed pest controller, at the conclusion of the tenancy.
2. The Tenant agrees to provide written evidence (eg. Receipt) of compliance of this requirement to the Lessor/ Lessor's Agent on or before vacating.

Utility Connection

The tenant/s agree to leave the electricity connected in their name for 3 working days past their vacate date to allow for the vacate inspection to be done and all relevant checks be undertaken

Vehicles (Unregistered)

The Tenant must not store any unregistered vehicle at the Premises without first obtaining the written consent of the Lessor/ Lessor's Agent.

Changing of Light Bulbs

Tenant/s are responsible and/or liable for replacing/maintaining lightbulbs throughout the property if within ceiling height up to and including 2.4m. Unless: Specialised bulbs, bulb requires specialist knowledge or equipment.

Yards/ Garden Maintenance

As per RTA, the tenant/s are responsible for yard work (e.G. Mowing, edging, and weeding). Tenants are also responsible for clearing away garden waste throughout the period of their tenancy. This includes of; palm fronds, grass clippings, leaves, and small (manageable) branches, in a timely manner.

FEES & CHARGES

The tenant/s agree to the following fees (if applicable):

1. Change of Shared Bond/Lease Agreement Amendment = \$110 (incl GST)
2. Direct Debit Dishonour Fee = \$15 (incl GST)
3. Break Lease = 1 weeks rent (+GST), Marketing Levy (+GST) and all rent up until the day before a new lease agreement or end of current agreement
4. Key Cutting/Replacement - \$5 (+GST) per key
5. Lease Renewal Late Fee = If a lease renewal is issued and not returned by the expiry of the previous agreement the tenant/s will be invoiced \$20 (incl GST) per week (or part thereof) until returned

Invoices

Any invoices issued to the tenant by either the landlord or the agency must be paid by the due date stated on the invoice.

I also agree to the following -

1. I Confirm that I have inspected the property, or an authorised person has inspected the property on my behalf and I am satisfied with the current condition of the property. ☐
2. I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval. ☐
3. I consent to the information provided in this application being verified with the person(s) named in this application and with a third party database. ☐
4. I acknowledge that should this application not be accepted the lessor or lessor's agent is not required or obliged to disclose any reason. ☐
5. I declare that I am not bankrupt or an undischarged bankrupt. ☐
6. I acknowledge to pay the first two (2) weeks rent plus bond within 24 hours of acceptance. ☐
7. I acknowledge that rent is to be paid either **Weekly, Fortnightly, Four Weekly or Monthly** and agree to pay the rent by Direct Debit. I will supply the details of one bank account only at the time of signing the Residential Tenancy Agreement. I acknowledge that the only costs incurred will be for any defaulting payments of approximately \$15. ☐
8. I have read and agree to the special terms attached to this application. ☐
9. I acknowledge that if I wish to have Foxtel or cable Internet connected at the property, written Permission must be obtained prior to installation ☐
10. I agree that notices and communication may be delivered electronically and I agree to provide a current email address, and to advise Tim Altass Real Estate should this address change ☐

Are you awaiting a response from another agency for applications already lodged **Yes/No**

Name: _____

Signature: _____ **Date:** _____



FACT SHEET 1 – NEW TENANTS

Thank you for your enquiry on one of our available rental properties. We value your interest, and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you, and likewise we do not accept every application we receive.

In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful:

We have a strong company policy of service to both lessors and tenants. For this reason, we like to personally escort all prospective tenants to rental properties. This enables us to quickly select the best property for you, reduces your time wasted and gives you the opportunity to get to know us before you decide to rent from us.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property completes this in full, prior to making the application.

Applications which are incomplete will not be processed. Should you require assistance with completing the form, we would be delighted to help.

When you return this form you must ensure that you have available the following:

Evidence of your Income

You will be required to provide proof of current income. This can be in the form of a pay slip, tax return letter from your employer, Accountants letter (if self employed) or Centrelink Statement.

APPROPRIATE IDENTIFICATION

Each applicant is required to provide a minimum of 100 check points using the following as a guide:

Rent Ledger or rates a/c 40 pts

Drivers Licence 40 pts

Proof of Income 30 pts

Passport 30 pts

Photo ID 20 pts

Copy of Birth Certificate 10 pts

Written Reference from previous agent 10 pts

Current Motor vehicle rego papers 10 pts

Copy of Telstra, electricity, gas account 10 pts

TENANCY CHECK

You should also be aware that your application will be checked against data held by TICA for confirmation. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above.

Should you have any questions at all we would be delighted to answer them.
