

# Rental Application Form

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## WARNING

The following application is a legal document. If you provide **False** or **Misleading** information on this form, you may be **prosecuted for Fraud.**

I declare that all the information provided on the following application is true and correct. I understand that providing false information in any way may lead to prosecution. I am aware that any information provided may be given to other businesses or persons for reference.

Applicant Signature: .....

Date: .....

**\*\*Please be sure to sign all pages of this application, should any part of this application not be signed or completed - we will not be able to process your application.\*\***

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**For any enquiries please contact our Rental Staff.**

**Rental Hours** - Monday - Friday, 8am - 5pm

**Office** - (07) 5464 4174 **Fax** - (07) 5464 4558

**Selina** - 0400 051 280 **Ashleigh** - 0439 595 751

**Email** - [homesbybudget@hotmail.com](mailto:homesbybudget@hotmail.com)

2304 Warrego Hwy Haigslea Q 4306

## TENANT APPLICATION FORM

*One application form must be completed for each person applying, all details **MUST** be completed.*

**\*Address Property Applying For:** \_\_\_\_\_ \*

### **Applicant Details**

Full Legal name: \_\_\_\_\_ \*include middle name

Have you ever been known by any other name? No / Yes: \_\_\_\_\_

Have you any dependents? Yes / No

Dependents name & age: \_\_\_\_\_

Drivers license or passport number: \_\_\_\_\_ State: \_\_\_\_\_ **D.O.B** \_\_\_\_\_

Number and Type of vehicles: \_\_\_\_\_

Are you a smoker? Yes / No

How Many People will reside in the Property? \_\_\_\_\_

Name of other applicant/s applying with? \_\_\_\_\_

### **Contact details**

Current address: \_\_\_\_\_

Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Current agent/lessor**

Name/Real Estate: \_\_\_\_\_ Email: \_\_\_\_\_

Resided at Premises: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Rent/week: \$\_\_\_\_\_ Contact #: \_\_\_\_\_

### **Previous agent/lessor**

Name/Real Estate: \_\_\_\_\_ Email: \_\_\_\_\_

Address of property: \_\_\_\_\_ Contact #: \_\_\_\_\_

Time at premises: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Rent/week: \$\_\_\_\_\_

### **Employment**

Are you employed: Yes / No *Full time / part time / casual / contract / centrelink benefits*

Occupation: \_\_\_\_\_ Net weekly income: \$\_\_\_\_\_

Name of employer: \_\_\_\_\_

Phone: \_\_\_\_\_ Length of employment: \_\_\_\_\_

### **If self employed**

ABN : \_\_\_\_\_ Length of self employment: \_\_\_\_\_

*Accountants name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Name of company:* \_\_\_\_\_

**Pets**

Number of pets: \_\_\_\_\_ Type of Pet/s: \_\_\_\_\_  
Breed of pet/s: \_\_\_\_\_ Inside / Outside – Please circle  
Approximate size of pet/s: \_\_\_\_\_

**Next of kin** *(Preferred person to be contacted in the event of an emergency)*

Name: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Personal References** *(No relatives and provide day time contact numbers)*

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Address: _____	Address: _____
Contact Number: _____	Contact Number: _____

**Please advise the following**

Have you ever been evicted by any agent/lessor?	Yes / No
Is there any reason known to you that will affect your ability to pay rent?	Yes / No
Were any monies from your rental bond at your last address deducted?	Yes / No
Are you in debt to another agent/lessor?	Yes / No

**If you answered yes to any of these questions, please supply details.**

**100 points of identification required (at least 1 form of photographic ID is required)**

10 points: Medicare card, motor vehicle registration paper.

30 points: Bank statement, phone, electricity or gas bill,

40 points: Drivers license, 18+ or student card, passport, birth certificate, last FOUR rent receipts.

**Proof of income required**

Employed: Last TWO pay slips

Self employed: Bank Statement, Group Certificate

Not employed: Centrelink statement

## COLLECTION NOTICE

You agree that for the purpose of this Application for Tenancy, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.

The personal information you give in this Application for Tenancy or collected from other sources is necessary for the Owner or Agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agent's business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.

If you enter into the Residential Tenancy Agreement or you fail to comply with your obligations under the Tenancy Agreement/Lease that fact and other relevant personal information collected about you during the course of this Application for Tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents.

If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent.

You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process Application for Tenancy properly or manage the tenancy properly.

**Name of applicant:** \_\_\_\_\_

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

### Written Notice about Use of Tenancy Databases

Section 458A Residential Tenancies and Rooming Accommodation Act 2008 Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the Residential Tenancies and Rooming Accommodation Act 2008, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use and how a prospective tenant can contact that database operator.

The database/s we use are:

**Barclay MIS Protect & Collect Pty Ltd**

Telephone: 1300 883 916

(Tenant Enquiries see contact details below)

P.O. BOX 553 WYNNUM QLD 4178

Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address.

**TICA**

Tenant Enquiries

Telephone - 190 222 0346 (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

P.O. Box 120 Concord NSW 2137

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database.

Please provide where you wish for notification to go.

Email - \_\_\_\_\_

Post - \_\_\_\_\_

**Name of applicant:** \_\_\_\_\_





















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

## Declaration

I, \_\_\_\_\_, declare that the information I have provided is true and correct and that I gave it of my own free will. I understand that my personal belongings are not covered by any of the lessor's insurances and that I am responsible for taking out my own insurance for my belongings. I understand that the information collected by the agent/lessor is for the purpose of determining whether I would make a good and responsible tenant, my character and my financial ability to meet my commitment. For such purposes, I authorize the agent/lessor to contact those of whom I have included above and to make any other inquiries (including any tenant database) that are necessary. I understand that the information I have provided may be disclosed to the contact I have listed above. I understand that if my application is not successful, the agent/lessor is not legally obliged to provide a reason why. I understand and give my consent, that should I commence with a tenancy agreement, the agent/lessor may be required to give my detail to others which may include but not limited to, insurance companies, contractors, other real estate agents or sale agent. Applicants are aware that the application will be held for a period of one month after processing. During this time the applicant may collect their declined application. After the one month period the application and all relevant documentation supplied will be shredded.

I am applying for a tenancy for a period of \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$\_\_\_\_\_. I understand that I am to pay **3 weeks rent** of \$\_\_\_\_\_ and Bond of \$\_\_\_\_\_ before I take possession of the property. I acknowledge that upon notification of approval of this application, that I am bound by the Tenancy Agreement (Form18a) upon signing of this document if successful.

## FREE UTILITY CONNECTION SERVICE

 <i>a really smart move</i>	<input type="checkbox"/>  Electricity	<input type="checkbox"/>  Gas	<input type="checkbox"/>  Phone	<input type="checkbox"/>  Internet	<input type="checkbox"/>  Pay TV
<b>MyConnect will contact you to connect your utilities for FREE</b>	<small>Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.</small>				
<input checked="" type="checkbox"/> <b>Yes, Please Contact Me</b>					
<input type="checkbox"/> Interpreter required					
<input type="checkbox"/> OR Tick here to opt out					
<div>          </div>					
<div> 1300 854 478    enquiry@myconnect.com.au    myconnect.com.au</div>					

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\*\*\* Please note, this application will not be processed if any pages are not returned signed and information is incomplete. To opt out of utility connection please just cross that section out.\*\*