

## **TENANCY APPLICATION FORM**

554 RUTHVEN STREET, TOOWOOMBA  
PH (07) 4638 5955 FAX (07) 4639 4643



PROPERTY ADDRESS

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### **APPLICATION FOR TENANCY**

Please read prior to completing your application

Every applicant 18 years and over MUST complete an application for tenancy

Please allow 24 – 48 Hours for processing. Reference checking may take longer

The following items must be presented for photocopying when your application is submitted. Failure to provide these documents may result in our office refusing to accept your application. Our office also reserves the right to refuse incomplete application Forms

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### **DOCUMENTATION REQUIRED**

100 Points of ID must be supplied to support this application. All questions MUST be answered. All applications MUST be signed.

40 Points	Photo ID - Drivers License, Passport, 18+ Card or Birth Certificate
20 Points	Any account or bill issued to your current address in your name
20 Points	Signed Medicare or Healthcare card
20 Points	Car Registration or Rates Notice
20 Points	Last Four Rent Receipts, Tenant ledger or Bank Statement for home ownership

#### **\*\*\*PROOF OF INCOME MUST BE PROVIDED\*\*\***

Pay slips, Centrelink income statement or Business statement if self employed.

Please note that if your application is approved you will be required to pay a full bond which is equivalent to 4 weeks rent along with 2 weeks rent and also you will be required to sign a General Tenancy Agreement. These things have to be done before we can release the keys.

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## APPLICATION FOR RESIDENTIAL TENANCY

Please note that each applicant must complete a separate application form. Each applicant MUST have different referees.

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

Lease term: Six / Twelve Months (Please Circle)

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Have you been known by any other name? Yes/No (Maiden name or name changed by Deed Poll) If yes, please provide details: \_\_\_\_\_

Current Address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

Current Lessor/Agent: \_\_\_\_\_

Lessors Address: \_\_\_\_\_ Rent Per Week: \_\_\_\_\_

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

Period of occupancy at rental: \_\_\_\_\_

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

Previous Address: \_\_\_\_\_

Previous Lessor/Agent: \_\_\_\_\_

Lessors Address: \_\_\_\_\_ Rent Per Week: \_\_\_\_\_

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

Period of occupancy at rental: \_\_\_\_\_

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

Veh Reg: \_\_\_\_\_ State: \_\_\_\_\_ Drivers Lic No: \_\_\_\_\_ 18+Card: \_\_\_\_\_

Have you ever been evicted by a Lessor/Agent? YES NO

Have you ever been refused another property by any Lessor/Agent? YES NO

Are you in debt to another Lessor or Agent? YES NO

Is there any reason known to you that would affect your rent payment? YES NO

Was your rental bond at your last address refunded in full? YES NO

If NO – What deductions were made? Rent Arrears \$ \_\_\_\_\_  
Repairs \$ \_\_\_\_\_  
Cleaning \$ \_\_\_\_\_

Have you or will you be making applications on any other rental properties? YES NO

Full Names of all other persons who will occupy the Property:

\_\_\_\_\_

Number Pets Owned: \_\_\_\_\_ Breed: \_\_\_\_\_

**Animals are strictly outside only.**

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## **OCCUPATION**

Current Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_

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

Period of Employment: \_\_\_\_\_

Weekly Pay \$ \_\_\_\_\_ Nett: \$ \_\_\_\_\_ (less tax)

Basis of Employment: Full Time/Part Time/Casual (please circle)

### **If Employed Less Than 6 Months**

Previous Employer: \_\_\_\_\_

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

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

Period Of Employment: \_\_\_\_\_

### **If Self Employed**

Name of Business: \_\_\_\_\_

Industry: \_\_\_\_\_ How Long: \_\_\_\_\_

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

Personal Income Derived on a Weekly Basis: \_\_\_\_\_

**If Student**

Name of College/Tafe/Uni: \_\_\_\_\_

Faculty/Course: \_\_\_\_\_

Student Union No: \_\_\_\_\_ Student ID No: \_\_\_\_\_

**Unemployed Payment Details**

What Government Pension/s Do You Receive? \_\_\_\_\_

Weekly Income: \_\_\_\_\_ (Please attach a copy of your most recent payment slip)

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**PERSONAL REFEREES (DO NOT INCLUDE RELATIVES)**

**1)** Name : \_\_\_\_\_

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

Daytime Contact No: \_\_\_\_\_

**2)** Name: \_\_\_\_\_

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

Daytime Contact No: \_\_\_\_\_

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**NAMES OF RELATIVES OR OTHER PERSONS TO CONTACT IN CASE OF EMERGENCY**

**1)** Name: \_\_\_\_\_

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

Daytime Contact No: \_\_\_\_\_

Relationship: \_\_\_\_\_

**2)** Name: \_\_\_\_\_

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

Daytime Contact No: \_\_\_\_\_

Relationship: \_\_\_\_\_

**I acknowledge that both the Lessor and I as tenant are bound by this application immediately on communication of the Lessor's or his Agent's acceptance of it.**

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## **DISCLAIMER / AUTHORITY**

I the Applicant do sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application.

I acknowledge that any false information I provide in this application will jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.

**I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.**

I the Applicant declare that I am not bankrupt and that the rental is within my means.

I have been informed, understand and agree that should the full bond and two weeks rent for aforesaid property not be paid by the commencement date of the Tenancy Agreement, I will not be permitted access to the property. I have been informed, understand and agree that I will still be liable to pay for 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 Professionals Real Estate.

I acknowledge, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage 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.

I have inspected the premises and wish to take a tenancy for a period of six/twelve months, from / / at a rental of \$\_\_\_\_\_per week.  
I also undertake to pay a Rental Bond of \$\_\_\_\_\_when I sign the Tenancy Agreement.

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## **PRIVACY ACT ACKNOWLEDGMENT**

In accordance with Section 18n(1)(b) of the Privacy Act I authorise Professionals Real Estate to give information to and obtain information from the relevant databases, all credit providers, employers and references named in this application. I understand this can include information about credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my Application.

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

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

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name:           **PROFESSIONALS TOOWOOMBA CENTRAL**  
Address:                 **544 RUTHVEN STREET, TOOWOOMBA QLD 4350**  
Ph:                       **07 4638 5955**                 Fax:     **07 4639 4643**  
Email:                    **reception@professionals-tmba.com.au**

**As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.**

### Primary Purpose

**Before a tenancy 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 to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

### Secondary Purpose

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.