

## RESIDENTIAL TENANCY APPLICATION FORM

Please be advised, Application Forms will only be processed once all Applications have been received, details have been completed & all supporting documents have been supplied.

### PROPERTY DETAILS

Property Address: .....  
Proposed Rent per week: ..... Proposed Lease Duration: ..... months / years  
Requested Move In: ..... / ..... / ..... Number of Dependents: ..... Number of Pets: .....  
Have you viewed this property: (Please circle) Yes or No When: ..... / ..... / .....

### PERSONAL / OCCUPANCY DETAILS

Applicant's Full Name: .....  
Mobile Number: ..... Contact Number: .....  
Email: .....  
Drivers Licence State: ..... Drivers Licence Number: .....  
Date of Birth: ..... / ..... / .....

**Will there be any other adults (18+) living at the property?** (Please circle) Yes or No No:.....

**If so, have they completed their own Application Form?** (Please circle) Yes or No

**Will there be any dependents living at the property?** (Please circle) Yes or No No:.....

Full names, ages & relationship: .....  
.....

**Do you or anyone residing at the property have any pets?** (Please circle) Yes or No

**Are you or anyone residing at the property smokers?** (Please circle) Yes or No

**Vehicle Details:** Make: ..... Model: .....

Rego No.:..... No. of Vehicles on premises: ..... Car/s ..... Bike/s ..... Truck/s

**ADDRESS DETAILS**

**Current Address:** .....

Is the current address: (please circle) Rented / Owned / Living with Partner / Parents / Friends / Other?

Agency / Contact Person: .....

Phone No.: ..... Email: .....

Reason for leaving: .....

**PREVIOUS RENTAL HISTORY (IF APPLICABLE)**

**1) Agency/Landlord/Contact Person:** .....

**Property Address:** .....

Phone No.: ..... Email: .....

Date Vacated: ..... / ..... / ..... Rent per week: \$. .... Period of Tenancy: .....

Reason for leaving: .....

**2) Agency/Landlord/Contact Person:** .....

**Property Address:** .....

Phone No.: ..... Email: .....

Date Vacated: ..... / ..... / ..... Rent per week: \$. .... Period of Tenancy: .....

Reason for leaving: .....

**HOMEOWNER HISTORY (IF APPLICABLE)**

**1) Property Address:** .....

Do/Did you have a mortgage on the property: (Please circle) Yes or No

If yes, weekly amount or monthly amount: \$ ..... Ownership Period: .....

**2) Property Address:** .....

Do/Did you have a mortgage on the property: (Please circle) Yes or No

If yes, weekly amount or monthly amount: \$ ..... Ownership Period: .....

**EMPLOYMENT DETAILS**

**Current Employed by:** ..... **Since:** .....

**Business Address:** .....

**Position Held:** ..... **Weekly Salary:** \$.....

**Contact Person:** .....

**Phone No.:** ..... **Email:** .....

**Employment:** (Please circle): Full Time, Part Time, Casual, Contracting, Self-Employed, Not Applicable

**If employed or Contracted *less than six (6) months*, please provide previous employment details:**

**Name of Company:** .....

**Address:** ..... **Phone No.:** .....

**Position Held:** ..... **Length of Employment:** .....

**If Self-Employed:** Registered Name of Business: .....

**Business Address:** ..... **Business ABN:** .....

**Type of Business:** ..... **Phone No.:** .....

**Personal Nett Income P/Week:** \$ ..... **Account Name:** .....

**Accountant's Phone No.:** .....

**Length of time in business:** ..... **List one major Creditor:** .....

**If Contracting:** Employers Name: .....

**Employers Address:** .....

**Employer's Contact Name and Phone Number:** .....

**Please indicate length of Contract and start date:** .....

**If you receive Centrelink / Student Payments**

**Total amount received weekly (Total Payments):** \$ ..... **Type of Payment:** .....

**Copy of Statement Attached:** (Please circle) Yes or No

## REFERENCES

Please complete all sections below. Your three reference should include, (supply 1 of each) **Work Colleges, Parent/Guardian**, family members not living with you & personal friends. If Self-Employed at least one trade or business reference.

### Character Reference:

Name: ..... Relationship: .....

Phone Number: ..... Known for: ..... Years / Months

Name: ..... Relationship: .....

Phone Number: ..... Known for: ..... Years / Months

### Business Reference:

Name: ..... Relationship: .....

Phone Number: ..... Known for: ..... Years / Months

Name: ..... Relationship: .....

Phone Number: ..... Known for: ..... Years / Months

## EMERGENCY CONTACT DETAILS (CAN NOT RESIDE WITH YOU)

An emergency contact is someone you are happy for us to contact in relation to your Tenancy should something occur, and we are not able to contact you.

Name: ..... Relationship: .....

Phone Number: ..... Email: .....

Address: .....

## PAYMENT INFORMATION (PLEASE CIRCLE)

I acknowledge that Owners look more favourably on Tenants that agree to scheduled direct debit payments. I will elect to pay via scheduled direct debit payments. Yes / No

I acknowledge that there will be transaction fees applicable when setting up scheduled direct debits (dependent on payment type). A dishonour fee will also apply. Yes / No

I acknowledge that by electing to pay via scheduled direct debit, I will be given access to Simple Discounts buying group from a range of national retailers. Yes / No

I acknowledge that I will be notified by email & sms to set up initial payments Yes / No

## TYPES OF IDENTIFICATION & POINTS

All Applicants must have a minimum of 100 points of ID supplied along with the Application Form.

PRIMARY IDENTIFICATION MUST SUPPLY ONE	# POINTS	YES / NO
Passport	50 points	Yes / No
Driver's License (front & back)	50 points	Yes / No
Adult Proof of Age Card (front & back)	40 points	Yes / No
SECONDARY IDENTIFICATION	# POINTS	YES / NO
Rates Notice (current/previous owned property)	40 points	Yes / No
Rental Ledger (current/previous rental property)	40 points	Yes / No
Car / Truck / Bike / Trailer Registration	30 points	Yes / No
Medicare Card / Health Care Card / Blue Card	20 points	Yes / No
Phone, Electricity and/or Gas Bills for Current Address	20 points	Yes / No
Photo ID Card (eg Student ID)	20 points	Yes / No
Birth Certificate / Marriage Certificate / Citizenship Certificate	20 points	Yes / No
Bank Card	20 points	Yes / No
PROOF OF INCOME MUST SUPPLY ONE		YES / NO
<b>Employed</b> - Last 3 Payslips		Yes / No
<b>Employed</b> - Letter of Employment / Letter of Offer		Yes / No
<b>Self-Employed</b> - Bank Statements; Accountant Details; Tax Return Previous Year.		Yes / No
<b>Unemployed</b> - Current Centerlink Statement and/or Student Card		Yes / No

## ADDITIONAL INFORMATION / NOTES

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## DISCLAIMER / AUTHORITY

*By signing this Application Form, the Applicant acknowledges and agrees to the Disclaimer/Authority detailed below.*

I, the Applicant:

- 1) do solemnly and sincerely declare the following that the information contained in this application is true and correct and that all the information was given of my own free will.
- 2) have, of my own accord, decided that I wish to rent the property.
- 3) have been informed, understand and consent to the Lessor/Agent contacting any references and realising information, regarding previous tenancies and employment information, supplied in this application for further information.
- 4) have been informed, understand and consent to the Lessor/Agent conducting any enquires and/or searches, with regards to the information supplied in this application for further information.
- 5) have no known reasons that would affect my ability to pay rent.
- 6) have, to my knowledge, no outstanding debt to another Agent/Lessor.
- 7) have been informed and understand that should I be approved for the property, that the Lessor/Agent will carry out routine inspections and I will cooperate in allowing these inspections to occur.
- 8) further consent to the Agent disclosing all personal information that they may hold for the purpose of:
  - Listing my name with a Tenant Database because of a tribunal order.
  - Enforcing a tribunal order.
  - Commencing recovery action in relation to any debt owed because of outstanding rent, repairs and/or damage that occurred or occur during my period of tenancy.
  - Releasing my personal information to any Debt Collectors for debt recovery and Tenant Databases.
- 9) have been informed and understand that this property may be covered by the Barclay MIS Debt Collector Protect & Collect Cover.
- 10) have been informed, understand and agree that should this application not be accepted, the Agent/Lessor is not required or obliged to disclose why or supply any reason for the rejection of this application. The exception being declined because of my name being listed with a Tenancy Database.
- 11) do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

Applicants Full Name: .....

Applicants Signature: ..... Date: .....

*In accordance with the Privacy Act, I the understand and authorise the recipient of this form to give information to whomever necessary, regarding my rental history.*

*I further understand this information will be used to assess my application for Tenancy.*

## PET APPLICATION FORM

**Pet Number 1:**

Name: .....

Type: .....

Breed: .....

Age: .....

**Pet Number 2:**

Name: .....

Type: .....

Breed: .....

Age: .....

Is your Pet/s Registered with Toowoomba Regional Council? Yes No

If yes, what is the Registration Number?.....

Have you attached a photo of the pet/s? Yes No

Any further comments: .....

Upon signing this Form, the Applicant acknowledges and agrees to the following:

- Only the pet/s listed on this Application Form can be kept at the premises. No additional and/or replacement pet/s are allowed.
- The pet/s will not be permitted inside the property without prior permission from the Lessor/Agent.
- It is the responsibility of the Tenant to ensure there is adequate fencing to secure the pet/s, not the Lessor/Agent.
- Should the pet/s cause any damage to the premises, including lawns, it is the responsibility of the Tenant to rectify all damages before vacating the property. This applies to any pets brought onto the premises by a visitor.
- The pet/s will not become an annoyance or source of discomfort to any neighbours.
- To ensure to dispose of faeces regularly and properly from the premises.
- Upon vacating the premises, a Pest Spray will be completed as per the General Tenancies Agreement.
- Upon vacating the premises, should any evidence of smell, including but not limited to urine smell, remain in the premises, it will be professionally cleaned and deodorized or in extreme cases the carpet and underlay be replaced in the effected arears, at the Tenant's expense.
- Full responsibility for any animal that the tenant allows or brings upon the rented premises (with or without the consent of the Lessor/Agent) and will be solely liable for all loss, damage and/or injury suffered by any person who is attacked by any such animal. If any action is brought against the Lessor/Agent by any person, despite the tenant being responsible as foresaid, the tenant will indemnify and hold harmless the Lessor/Agent from any claim, action, suit or demand brought against it/them by any person injured by such animal.

Should evidence be found that any of the above conditions have been breached, the Lessor reserves the right to enforce that the pet/s will no longer be permitted at the property.

Applicants Full Name: .....

Applicants Signature: ..... Date: .....