

TENANCY APPLICATION FORM

NB: Each applicant **MUST** complete a **separate** Application Form in full. The application process **WILL NOT** commence until all four pages are completed in full, sufficient ID & proof of income supplied & all points of consent are signed.

TENANCY DETAILS

Property Address: _____
Weekly Rental Price: \$ _____
Bond amount required: \$ _____
Lease Start Date: ____/____/____ or ASAP Lease Term: 6 month / 12 months (please circle)
Total No. of adult applicants: _____ Total No. of dependants: _____ Age of each dependant: _____
Full names of all persons wanting to occupy the property:
Occupant 1: _____ Sited the residence prior to application: Yes / No (please circle)
Occupant 2: _____ Sited the residence prior to application: Yes / No (please circle)
Occupant 3: _____ Sited the residence prior to application: Yes / No (please circle)
Occupant 4: _____ Sited the residence prior to application: Yes / No (please circle)

PART 1: APPLICANT DETAILS

1. Personal Details

Title: Mr/Mrs/Ms Surname: _____
First Name/s: _____ Date of Birth: ____/____/____
(Day) (Month) (Year)

Drivers Licence Number: _____ Issuing State/Country: _____
Passport Number: _____ Issuing Country: _____

2. Contact Details

Ph. No. (Home) _____ Ph No. (Work) _____
Mobile _____ E-mail _____

3. Proof of Identification (Minimum of 100 points of ID is required)

40 points	30 points	20 points
Passport <input type="checkbox"/>	18+ Card <input type="checkbox"/>	Current Bank statement <input type="checkbox"/>
Birth Certificate & 18+ card <input type="checkbox"/>	Centrelink Statement <input type="checkbox"/>	Vehicle Registration Certificate <input type="checkbox"/>
Drivers Licence <input type="checkbox"/>	Utilities bill <input type="checkbox"/>	Medicare Card <input type="checkbox"/>
		Latest Tenancy Agreement <input type="checkbox"/>

**** 2 most recent pay slips must be provided as confirmation of employment and income.**

N.B Original documents to be viewed by All Brisbane Realty re. Photocopy of proof of identification to be made and attached with application

4. Pets

Yes No Type & Breed of pet (1): _____ kg
(Type) (Breed) (Size)
Type & Breed of pet (2): _____ kg
(Type) (Breed) (Size)

5. Vehicles to be housed at residence

Yes No Number of vehicles: _____ Vehicle Registration Number/s: _____

6. Smoking

Number of Applicants that are smokers: _____ Number of Non-smoking Applicants: _____

PART 2: CURRENT RESIDENCE DETAILS

Current Residence Address: _____

Did/Do you Own this property
Rent this property (If Rented please fill out the information below)

Weekly Rental Amount Paid: _____

Duration of tenancy: From ____/____/____ To ____/____/____
(Day) (Month) (Year) (Day) (Month) (Year)

Current Land Lord:

Name: _____

Phone No.: _____ Fax No.: _____ Email: _____

Current Property Manager:

Name: _____ Agency: _____

Phone No.: _____ Fax No.: _____ Email: _____

PART 3: PREVIOUS RESIDENCE DETAILS

Previous Residence Address: _____

(if in current residence for less than 1 year)

Did/Do you Own this property

Rent this property (If Rented please fill out the information below)

Weekly Rental Amount Paid: _____

Duration of tenancy: From _____ / _____ / _____ To _____ / _____ / _____
(Day) (Month) (Year) (Day) (Month) (Year)

Previous Land Lord:

Name: _____

Phone No.: _____ Fax No.: _____ Email: _____

Previous Property Manager:

Name: _____ Agency: _____

Phone No.: _____ Fax No.: _____ Email: _____

Was your bond fully refunded? Yes No

PART 4: EMPLOYMENT INFORMATION

Current employment status: Work full time Pensioner
Work part time Unemployed
Student

Occupation: _____

Current Employer: _____

Contact Name: _____

Contact Ph. No.: _____

Contact Fax. No.: _____

E-mail: _____

How long have you worked with this company? _____

Take home pay each week: \$ _____

(N.B You are required to provide proof of income – last 2 pay slips, bank statements, Centrelink statement, other)

Previous Employer (if employed by current employer for less than 1 year)

Company Name: _____

Contact Ph. No.: _____

Contact Name: _____

E-mail: _____

Contact Fax. No.: _____

PART 5: PERSONAL REFERENCES / NEXT OF KIN

Personal Referee 1:

Name: _____

Relationship to you: _____ (No relatives please)

Contact Ph No. _____ Mobile No.: _____

Fax No.: _____

E-mail Address: _____

Personal Referee 2:

Name: _____

Relationship to you: _____ (No relatives please)

Contact Ph No. _____ Mobile No.: _____

Fax No.: _____

E-mail Address: _____

Next Of Kin:

Name: _____
Relationship to you: _____
Contact Ph No. _____ Mobile No.: _____
Fax No.: _____
E-mail Address: _____

Part 6: APPLICANT ACKNOWLEDGEMENT

PLEASE CHECK THE BOX PROVIDED IF THE BELOW STATEMENTS ARE TRUE:

- The information I have supplied above is true and accurate and has been given of my own free will.
- I understand that all details supplied must be checked by the agent in order to assess my application.
- I authorise the agent to investigate all the information provided by me and am aware that at all times they are bound by the Privacy Act and the National Privacy Principals.
- I authorise the agent to supply all information provided by me and uncovered in subsequent checks that the agent has performed to the lessor of the property in order for them to make an informed final decision regarding my suitability as a prospective lessee.
- I acknowledge that should my application be unsuccessful the agent is not obliged to disclose why or supply any reason for the rejection of my application.
- I understand that the agent will verify whether any details of tenancy defaults have been listed against me on tenancy reference databases to which the agent may have access.
- I acknowledge that should there be any requirement to commence proceedings for the recovery of rent, repairs and/or damages to the property during the term or the expiry of the Tenancy Agreement all costs of recovery associated with proceedings shall be recovered from me.
- I have read, understand and agree to comply with the information on pages 3, 4, 5, 6, 7, 8 & 9 of the general tenancy agreement, Special Terms 1, 2, 3, 4, 5, 6 & 7 and any other rules stipulated by governing bodies supplied to me by All Brisbane Realty associated with the property I am applying for.
- **I understand that should my application be successful, I am required to pay a Holding Deposit (equivalent to 1 weeks rent) within 24 hours of my application being approved & a further Rental Bond (equivalent to 4 weeks rent) + 1 weeks rent in advance within 48 hours of your tenancy start date (N.B All Brisbane Realty is a cashless office & monies must be cleared funds before the property can be held)**
- I understand that the agent and/or lessor is not obliged to accept a transfer of rental bond.
- In the event that my application is successful, acceptance is communicated and a holding deposit (equivalent to one weeks rent) is paid, if I decide within the 48 hours that follows, not to proceed with the tenancy, I understand that a fee of \$70.00 will be deducted from my holding deposit for the cost of advertising and the balance returned to me in accordance with the Act within 3 days of my application withdrawal.
- In the event that my application is successful, acceptance is communicated and a holding deposit (equivalent to one weeks rent) is paid, if I decide outside of the above mentioned 48 hour period, not to proceed with the tenancy, I agree that the holding deposit will be forfeited to All Brisbane Realty in full.

Applicant Signature: _____ Date: ____/____/____

Part 7: PRIVACY DISCLOSURE STATEMENT –

All Brisbane Realty is bound by the Privacy Act 1983 (Commonwealth) and National Privacy Principles (NPPs). It is necessary to collect personal information about applicants via this 'Tenancy Application Form' in order to assess the application for a residential tenancy and All Brisbane Realty may be required to collect additional personal information about applicants from previous landlords, letting agents, current/past employers and referees. We will also verify whether any details of tenancy defaults by applicants are listed on any tenancy reference databases to which we have access (For example TICA – Tenancy History Checking System).

Part 8: YOUR CONSENT IN COLLECTING THIS INFORMATION IS SET OUT BELOW

All Brisbane Realty may disclose personal information about you to the lessor of the property to which this application relates. Should application be successful All Brisbane Realty may disclose your details to service providers relevant to the tenancy relationship, including maintenance contractors and the lessor's insurers. We may also send personal information about you to the owners and/or agents of any other properties at your request.

You have the right to access any personal information that we possess regarding you by contacting the Director of All Brisbane Realty. Should the applicant not fully complete this form or not sign the consent below then your application for residential tenancy may not be considered by the lessor of the said property, or if considered, may be declined.

Part 9: PRIVACY CONSENT

I HAVE READ AND UNDERSTAND THE ABOVE DISCLOSURE STATEMENT AND AUTHORISE ALL BRISBANE REALTY TO OBTAIN PERSONAL INFORMATION ABOUT ME FROM:

- MY PREVIOUS PROPERTY MANAGERS/LAND LORDS
- MY PERSONAL REFEREES AS SUPPLIED
- MY EMPLOYER/S BOTH CURRENT AND PREVIOUS
- ANY TENANCY REFERENCE DATABASE WHICH I MAY BE REGISTERED ON.

I AUTHORISE ALL BRISBANE REALTY TO DISCLOSE DETAILS ABOUT ANY DEFAULTS BY ME RELATING TO THE PROPERTY NOTED ON THIS APPLICATION TO ANY TENANCY REFERENCE DATABASE TO WHICH THE AGENCY SUBSCRIBES, IN ACCORDANCE WITH CURRENT RESIDENTIAL TENANCY AUTHORITY GUIDELINES.

I AUTHORISE ALL BRISBANE REALTY TO DISCLOSE THE PERSONAL INFORMATION IT COLLECTS ABOUT ME TO THE LESSOR OF THE SAID PROPERTY.

I AUTHORISE ALL BRISBANE REALTY TO DISCLOSE ALL PERSONAL INFORMATION IT MAY HOLD FOR THE PURPOSE OF ENFORCING OR COMMENCING RECOVERY ACTION IN RELATION TO ANY DEBT OWED AS A RESULT OF ANY OUTSTANDING RENT, REPAIRS OR DAMAGES THAT OCCURS DURING MY PERIOD OF TENANCY OF THE SAID PROPERTY

Applicant Signature: _____

Date: ____/____/____