

**NOTICE TO ALL TENANCY APPLICANTS**  
**100 POINT IDENTIFICATION**



Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

DRIVERS LICENCE .....	30 POINTS	*
PASSPORT .....	30 POINTS	*
PROOF OF AGE CARD .....	30 POINTS	*
PAY ADVICE SLIP.....	30 POINTS	*
TENANCY HISTORY LEDGER.....	20 POINTS	
PREVIOUS FOUR RENT RECEIPTS.....	20 POINTS	
RENTAL BOND RECEIPT .....	20 POINTS	
MOTOR VEHICLE REGISTRATION.....	15 POINTS	
TELEPHONE ACCOUNT .....	15 POINTS	
ELECTRICITY ACCOUNT.....	15 POINTS	
GAS ACCOUNT .....	15 POINTS	
BANK STATEMENTS.....	15 POINTS	
CREDIT CARD STATEMENTS.....	15 POINTS	
PENSION CARD.....	15 POINTS	
COUNCIL OR WATER RATES .....	15 POINTS	
HEALTH CARE CARD .....	15 POINTS	
MEDICARE CARD .....	10 POINTS	
BIRTH CERTIFICATE .....	10 POINTS	

**NOTE: You must have at least one of the items listed with “\*” next to the points**

***Please note that our payment methods are Direct Debit, Internet Banking Transfer, Cheque and Money Order ONLY***

647 Ruthven St, Toowoomba QLD 4350 | P (07) 4633 8899 | F (07) 4633 8898 | ACN 113 087 460 | ABN 80 163 960 131

## APPLICATION FOR TENANCY



### **Property Address:**

#### **Applicants Name**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

DOB: \_\_\_\_\_ Drivers Licence: \_\_\_\_\_

Do you have any dependants? Yes/No

Names of other occupants/dependants: \_\_\_\_\_

#### **Applicants Contact Details**

Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

#### **Present Address**

Agent / Landlord: \_\_\_\_\_

Period Of Occupancy: \_\_\_\_\_ Rent Paid \$ \_\_\_\_\_ Per Week

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

Phone Contact: B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

#### **Pets**

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Registered: Yes/No

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Registered: Yes/No

#### **Previous Address**

Agent / Landlord: \_\_\_\_\_

Period Of Occupancy: \_\_\_\_\_ Rent Paid \$ \_\_\_\_\_ Per Week

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

Phone Contact: B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

#### **Occupation (Current Employer)**

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Income \$ \_\_\_\_\_

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

#### **Person To Contact In Case of Emergency**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

#### **Nearest Relative Not Living With You**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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



## **PERSONAL REFERENCES**

(Please do not list relatives or partners and provide business hours contact numbers)

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

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

Phone Number: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

In order to process this application all questions must be answered. The completion of this application is not an acceptance. Failure to complete this application may result in the application not being processed.

I the said applicant declare that all the information contained in this application is true and correct, and that the information is provided of my own free will. I further authorise the agent to contact any of the referees supplied by me in this application for verification.

I declare the following:

1. I wish to apply to rent the above property for a period of \_\_\_\_\_ months commencing on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
2. I agree that the rent is \$\_\_\_\_\_.00 per week and that the rental bond is \$\_\_\_\_\_.00
3. I, the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
4. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
5. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
6. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
7. I agree and understand that in the event of this application being approved a holding deposit which is equivalent to one weeks rent must be paid within 24 hours of application approval. This holding deposit is non-refundable after 5pm on the day it is paid.
8. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above.
9. I agree that I/we will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
10. I agree to allow the agent to photocopy the information supplied by me for their records.
11. I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

\_\_\_\_\_  
Applicants Signature

647 Ruthven St, Toowoomba QLD 4350 | P (07) 4633 8899 | F (07) 4633 8898 | ACN 113 087 460 | ABN 80 163 960 131

[www.therealestatepeople.com.au](http://www.therealestatepeople.com.au)

## REQUEST FOR RENTAL REFERENCE



To: Property Management Department

Agency: \_\_\_\_\_

Rental Property: \_\_\_\_\_

Tenant/s Name: \_\_\_\_\_

Period of Rental: \_\_\_\_\_ Rent per week: \_\_\_\_\_

I, \_\_\_\_\_

hereby agree that the above information be provided to The Real Estate People.

Tenant Signature: \_\_\_\_\_

Are they currently on a fixed term lease at the above address? Y N

When does the current lease expire? \_\_\_\_\_

During the tenancy was the applicant ever in arrears? Y N

Has the applicant been issued with Remedy to Breach Notices? Y N

Were breach notices issued for other than rent arrears: Y N

Were periodic inspections carried out satisfactory? Y N

Was the yard maintained satisfactorily? Y N

Was there a pet kept at the premises? Y N

Was there any money deducted from the bond? Y N

Reason for any monies deducted from bond: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Would you rent to this applicant again? Y N

Completed By

Position

Thanking you

Property Management  
The Real Estate People

647 Ruthven St, Toowoomba QLD 4350 | P (07) 4633 8899 | F (07) 4633 8898 | ACN 113 087 460 | ABN 80 163 960 131

[www.therealestatepeople.com.au](http://www.therealestatepeople.com.au)