

## Pre-Application Fact Sheet

Welcome to our agency. We look forward to being able to assist you in finding your new home. We would like to take this opportunity to make you aware of our procedures for the rental application process.

### Selection Criteria for Tenants

Positive I.D. – Drivers Licence

Ability to Pay Rent – 30% Income

Attitude To Renting

Acceptance of Acknowledgement – Special Terms

Tenancy Record – Previous History

References – Business / Personal

Commercial Database

### Applications:

When you find a suitable property, it is a requirement that every prospective occupant complete an application form. The application form can not be processed unless **ALL** required information is supplied to our agency. Please refer to the application as to what information will be required.

### Application processing time frame:

Upon submitting a **FULLY** completed application form, the required processing time will be 24 – 72 hours. We will phone you once the processing is complete so please ensure that you provide us with all your contact details so that we can communicate with you quickly.

If your application is not successful our office will dispose of the form appropriately. Please ask if you would like a copy of our Privacy Policy.

### Successful Applications:

If the lessor has approved the application, we will phone you and make an appointment for all interested parties to come into the office to secure the premises and sign all documents.

We ask that you pay the first 2 weeks rent and the bond (cleared funds) at this appointment. Then we will carry out the signup procedure. All documents including the Form 17a (Information Statement) and the Form 18a (Lease Agreement) will be provided.

This procedure must be done within 24 hours of approval. If you have any questions, or require further information, please refer to our Property management staff. We are here to help.

Again welcome to our agency, and thank you for your inquiry. We value your business and we look forward to assisting you for your entire rental and if required, sales needs.

# APPLICATION FOR RESIDENTIAL TENANCY

(One application to be completed per person)

Agent for Lessor Linda Jorgensen

Property Address \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ p/w Lease Term \_\_\_\_\_ months Starting \_\_\_\_\_

## Application Details

Full Name \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Have you been known by any other name? Yes/No  
If Yes, what other name have you been known by? \_\_\_\_\_

Have you any dependants? Yes/No Age/s of dependants \_\_\_\_\_

Dependants Name/s \_\_\_\_\_  
\_\_\_\_\_

Total number of applicants applying for property \_\_\_\_\_

Driver's Licence Number or Passport Number \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_

Registration Number of Vehicle/s \_\_\_\_\_ Number of Cars \_\_\_\_\_

Are you a smoker? Yes/No

Are you or have you ever been bankrupt? Yes/No If yes when \_\_\_\_\_

Do you intend to apply for a Bond Loan if approved for this property? YES/NO

Do you need to give your current lessor 2 weeks written notice? YES/NO

## Contact Details

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

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

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

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

Time period at premises: \_\_\_\_\_ Years \_\_\_\_\_ months Rent per week \$ \_\_\_\_\_

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

Previous Agent \_\_\_\_\_

Previous Agent Address \_\_\_\_\_  
\_\_\_\_\_

Fax Number \_\_\_\_\_ How long were you at the property? \_\_\_\_\_ Years \_\_\_\_\_ months

Rent paid per week \$ \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Was the Bond refunded in Full? Yes/No

If no why not \_\_\_\_\_

## Pets

List any pets owned – Dog/s \_\_\_\_\_ Cat/s \_\_\_\_\_ Bird/s \_\_\_\_\_ Fish \_\_\_\_\_

Types of pets \_\_\_\_\_

Are your pets registered with the Council? Yes/No Please state which Council \_\_\_\_\_

**Please advise the following by selecting either Yes or No**

Have you ever been evicted by an agent/lessor? Yes/No  
Is there any reason known to you that would affect your ability to pay rent? Yes/No  
Was your rental bond at your last address refunded in full? Yes/No  
If No, Please advise what deductions were made from your bond?  
\_\_\_\_\_  
\_\_\_\_\_

Are you in debt to another agent/lessor? Yes/No  
If Yes, why are you in debt to your past agent/lessor?  
\_\_\_\_\_

**If you are a Student**, what University, TAFE or School do you attend?  
\_\_\_\_\_

Course? \_\_\_\_\_  
Student Identification Number \_\_\_\_\_ Overseas Student Yes/No Visa Expiry Date \_\_\_/\_\_\_/\_\_\_

**Are you Currently Employed?** Yes/No Full Time/Part Time/Casual/Other

Occupation  
\_\_\_\_\_

Current employer's name  
\_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

Net Weekly Income \$ \_\_\_\_\_ Length Of Employment \_\_\_\_\_

**If you are Currently Unemployed**

What is your current Centrelink Payment \_\_\_\_\_ Nett weekly (approx) \$ \_\_\_\_\_

**A Centrelink Statement of Income will need to be provided to our office before you application can be processed.**

**If you are Currently Self Employed**

What is your occupation  
\_\_\_\_\_

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

Address \_\_\_\_\_  
\_\_\_\_\_

ABN \_\_\_\_\_

Phone \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

How long have you operated this business for \_\_\_\_\_ Years \_\_\_\_\_ months

Gross Weekly (earnings approx) \$ \_\_\_\_\_

**Please have your Accountant complete the "Self Employment Confirmation Form" and return it to our office via post or fax as soon as possible, as we cannot process your application until we receive this back.**

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

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

**Other Relative not Living with you (This person must be a different contact to your Emergency Contact)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

**Emergency Contact/Parents or Guardians (Must be different to Other Relative)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

**Next of Kin (Preferred person to be contacted as your Emergency Contact, must be different to Other Relative)**

Name \_\_\_\_\_ Contact Number/s \_\_\_\_\_  
 Address \_\_\_\_\_

**Identification Points Requirement**

You are required to meet a 100 point identification criteria upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.

**10 points:** Medicare Card, Birth Certificate, Motor vehicle registration papers.

**30 points:** Bank Statements, recent utility accounts eg: phone, electricity or gas.

**40 Points:** Drivers Licence, Passport, 18+ Card, Photo ID, last FOUR rent receipts, tenant ledger.

**You are also required to supply the agent/lessor with proof of your income upon submission of your application.**

**Employed:** Last TWO pay slips

**Self Employed:** Bank Statements, Group Certificate, or Accountant's letter.

**Not Employed:** Centrelink Statement

<b>OFFICE USE ONLY Name of Employee taking application:</b>			
Application Form Signed by applicant	<input type="checkbox"/>	Proof of Income Supplied	<input type="checkbox"/>
Identification Supplied	<input type="checkbox"/>	Form Fully Completed	<input type="checkbox"/>

## Acknowledgement

The tenant/s agree to the following conditions:

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

- Rent must be kept 2 weeks in advance at all times.
- Fourteen (14) days written notice on the RTA Form 13 must be given prior to vacating the premises. Please refer to the information statement for notice requirements. In the event the tenant/s wish to break their fixed term tenancy agreement the tenant/s agree to continue paying rent until new tenant/s are found or lease expires and to appoint Think Real Estate as their agent. The tenant/s agree to be responsible to pay all reasonable costs to relet the property which will include advertising, let fee equal to one weeks rent plus GST and any up keep expenses until new tenant/s move into the property. All tenant/s will be required to sign Break of Lease Documents.
- The tenant/s understand and agree not to add any fixtures to the property without consent of the lessor/agent – Think Real Estate. This includes any stick on hooks, blue/yellow tac, sticky tape, nails, screw in hooks, screws, tacks etc on any walls and/or doors, pay or TV aerials and notice boards.
- The tenant/s understand and agree that felt pads are to be placed under **ALL** furniture feet/bases to protect any vinyl, tiled or polished floors. If the flooring is damaged the tenant/s agree to have the damage repaired or replaced (whichever is necessary to restore the property to it original condition) at their own expense.
- The tenant/s agree to regularly mow & trim lawns, weed gardens and trim trees/hedges/shrubs, water lawns & gardens (subject to council water restrictions).
- The tenant/s understand and agree that is to be **no smoking** inside the premises at any time.
- The tenant/s understand and agree to ensure **ALL** approved pets remain strictly **OUTSIDE ONLY** unless agreed in writing by the lessor/agent.
- If the tenant/s are not available to attend the Routine Inspections and should we not be notified in writing, KEYS WILL BE USED TO GAIN ACCESS.
- At the termination of the tenancy agreement the tenant/s agree to supply to Think Real Estate the following:
  - All keys to the property – including any cut during the tenancy.
  - A receipt from a reputable pest control company for both internal & external flea control of the property (only applies to properties with pets).
  - A receipt from a reputable carpet cleaning company for all carpets and any fabric covered furniture also eg: lounge chairs, cushions, mattresses, etc **to be steamed cleaned**.
- The tenant/s understand and accepts full responsibility for any animal that the tenant/s brings or allows upon the rented premises with or without the consent of the Lessor/Agent. The tenant/s will be solely liable for any loss, damage or injury suffered by any person who is attacked by the animal. If 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 them by any person injured by the animal. The tenant/s understand and agree that any damages caused to the grounds or the tenant at their expense shall rectify property that is directly related to the keeping of such pets on the premises.
- The tenant/s understand and agree that if they are paying rent via Direct Deposit that it is their responsibility to cancel this at their Financial Institution prior to vacating. Failure to complete may result in overpayment of rent & a delay in refunding these funds to you.
- The tenant/s understand and agree that if the above items have not been attended to prior to the Final Inspection that professional contractors will be engaged & costs deducted from the bond as well as any rent owing, damages or cleaning not rectified within reasonable time.
- The tenant/s understand that under no circumstances will spare keys be made available outside of office hours. In the event that tenant/s loose or misplace keys, they are then responsible to replace all locks at their own expense and provide the agent/lessor with a full set.
- The tenant/s acknowledge that tenancy information & their contact details will be made available to the following people when needed: Think Real Estate Staff; Pest/Building Inspections; Tradespeople; Police/Ambulance/Fire Department/Government Officials.

If further persons request your details, due to the Privacy Laws we will receive your instructions before providing the information.

Signed \_\_\_\_\_

Tenant \_\_\_\_\_

Dated \_\_\_/\_\_\_/\_\_\_

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorize you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, sales people and tenancy default databases.

I have inspected the property located at: \_\_\_\_\_.

I wish to undertake a tenancy for a period of \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$\_\_\_\_\_. I understand that I am to pay a rental bond of \$\_\_\_\_\_ on or before I take possession of the premises and sign a tenancy agreement.

(please select Yes or No)

The applicant acknowledges that they have received or have available to them from the agent/lessor the Form 17a, 18a, body corporate by-laws (if applicable) and the Acknowledgement – ‘Special Terms’ before signing this application. Yes/No

The applicant acknowledges that they have been made aware of the agency’s Privacy Policy. Yes/No

The applicant acknowledges that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent’s acceptance of the application. Yes/No

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## Tenancy Information Centre of Australia

### WHAT IS A DEFAULT WITH TICA

**Arrears of rent** – A tenant can be reported to TICA from the time of arrears

**Breaking a tenancy agreement** – A tenant can be reported to TICA for breaking a tenancy agreement

**Abducting** – A tenant can be reported to TICA for leaving without providing any notice

**Breaches of Body Corporate By-Laws** – A tenant can be reported to TICA for not complying with body corporate by-laws

**Dishonored Cheques** – Where a rental payment is made and is dishonored it can be reported to TICA

**Tribunal or court orders** – Where a rental payment is made and is dishonored it can be reported to TICA

**Poor periodic inspections** – If a property is not kept in a reasonable state the matter can be reported to TICA

**Rental bond claims** – An agent can report any bond claims to TICA

**Unauthorized pets** – If a tenant keeps any unauthorized pets it can be reported to TICA

**Subletting without consent** – If a tenant sublets without consent the matter can be listed with TICA

**Bankruptcy** – If a tenant wishes to list their bankruptcy details with TICA, they can do so

**Schemes of arrangement** – Where a tenant agrees to pay off a previous debt the matter can be listed with TICA

**Noise and nuisance** – If a tenant or their guests behavior causes obstruction to another persons peaceful enjoyment the matter can be listed with TICA

**Damage to property** – Any damage (other than fair wear and tear) caused by a tenant or their guests can be reported to TICA

**Taking possession without consent** – Where a person takes possession of a property without consent the matter can be listed with TICA

**YOU CAN CONTACT TICA ON 190 222 0346 calls charged at a rate of \$5.45 per minute inclusive of GST**

**THINK**

**SHOP 1/385 YAAMBA ROAD  
North Rockhampton Qld 4701  
Ph: 4920 1600  
Fax: 4920 1699  
Email: [rentals@thinkre.com.au](mailto:rentals@thinkre.com.au)**

**Request for Rental Reference**

To: \_\_\_\_\_ From: **Think Real Estate**  
Attn: **Property Manager** Pages: \_\_\_\_\_  
Fax No: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUPPLY A TENANT LEDGER**

The following applicants have completed and signed an Application Form and signed a Privacy Statement which is attached.

Applicant/s \_\_\_\_\_  
Current/Previous Address \_\_\_\_\_  
\_\_\_\_\_

Were they a tenant on the lease or approved occupant? \_\_\_\_\_

Commencement Date \_\_\_/\_\_\_/\_\_\_ Lease Expiry Date \_\_\_/\_\_\_/\_\_\_

Amount of rent paid \$\_\_\_\_\_ per week

How many people were approved on the lease? \_\_\_\_\_

Did your office terminate the agreement? Yes/No

During the tenancy was the tenant ever in arrears? Yes/No

During the tenancy was the tenant issued a Notice to Remedy Breach? Yes/No

If yes, reason for the Breach \_\_\_\_\_

Was the rent paid in a satisfactory manner? Yes/No

Have the General Inspections been satisfactory? Yes/No

Did the tenants keep pets at the property? Yes/No

Were pets ever a concern during the tenancy? Yes/No

If vacated - was the bond refunded in full? Yes/No

If deductions were made what were they for? \_\_\_\_\_

Would the Company rent to the tenant again? Yes/No

General Comments \_\_\_\_\_  
\_\_\_\_\_

The information provided is completed to the best of my knowledge

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Thank You for Your Co Operation**

**THINK**

**SHOP 1/385 YAAMBA ROAD  
North Rockhampton Qld 4701  
Ph: 4920 1600  
Fax: 4920 1699  
Email: [rentals@thinkre.com.au](mailto:rentals@thinkre.com.au)**

**SELF EMPLOYMENT CONFIRMATION**

Accountant Details

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

**Business Name**

\_\_\_\_\_

Please confirm the following details relating to the above business

- Business ABN \_\_\_\_\_
- Approximate Gross Weekly Income \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_/\_\_\_/\_\_\_  
Dated

*Please ask your Accountant to confirm your income details and return this form ASAP as your application cannot be processed until this form is returned.*

**THINK**

**SHOP 1/385 YAAMBA ROAD  
North Rockhampton Qld 4701  
Ph: 4920 1600  
Fax: 4920 1699  
Email: [rentals@thinkre.com.au](mailto:rentals@thinkre.com.au)**

**EMPLOYMENT CONFIRMATION**

Please have your Employer confirm your employment details and return this form to our office ASAP as your application cannot be processed until this form has been returned to us.

Name of Applicant \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Phone \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

I, \_\_\_\_\_ being the Owner/Manager (please circle) of the above business hereby certify that the above applicant is currently employed by this business/company and has been employed for a period of \_\_\_\_\_.

The applicant currently earns \$\_\_\_\_\_ gross, \$\_\_\_\_\_ nett per week.

They are employed – CASUAL / FULL TIME (please circle).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_/\_\_\_/\_\_\_  
Dated

**Thank You for Your Co Operation**