

Applications can be posted to The Rental Manager, PO Box 352, Golden Beach Qld 4551 or emailed directly to david@4551propertygroup.com.au

TENANT APPLICATION INFORMATION



Applications Will Not Be Processed Unless All Information Is Supplied
Each applicant must complete a separate Application

The property will not be held for you until the application has been approved and the first weeks rent has been paid.

PHOTO IDENTIFICATION & REQUIRED SUPPORTING DOCUMENTS

When returning your application, you **must** submit a form of photo identification and you will be required to submit supporting documents with your application. Your application **WILL NOT** be processed if all documents are not given. We require two forms of ID - with one being photo identification.

- Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter).
- Written References (Personal, Rental and Employment)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to meet with us prior to moving into the property to sign and collect a copy of your Bond Lodgement Form, Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.

PAYMENT of 1st week's rent

Once the application has been approved, you will be required to pay **one weeks rent within 24 hours to secure the property** (this is non refundable). Personal cheques will not be accepted. **The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.**

FORM 1

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF KEYS

We will organise key collection with you and you will be required to collect the keys, finalise payment of monies and sign all documents as arranged.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$500 per week, the bond requirement may vary. **We will consider full bond transfers and we do not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss with us prior to

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signing the Tenancy Agreement. Payment must be in cash or money order (made out to the Residential Tenancies Authority).

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present at the end of the tenancy to sign the Refund of Bond Form. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT

Payment of rent will be via direct debit to an account provided to you at the time of signing the Tenancy Agreement. This will be discussed with you when signing your Tenancy Agreement.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ENERGEX (Electricity) 13 13 77

TELSTRA (Telephone) 13 22 00

CONDITION REPORTS / INVENTORY

When you move into the property, be very particular with the Condition Report and Inventory to make sure you mark down anything not already outlined on the reports. If you do not mark it down, you will be liable for discrepancies when you vacate. **You must return the Condition Report and Inventory to us within three working days** of moving into the property. Please remember that this form is worth the value of your bond. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

CONTACT PHONE NO.

It is the tenant's responsibility to notify us of any change in contact numbers (personal or work). We require your telephone number in the event that repairs need to be carried out or in the case of an emergency.

TENANT DEFAULT AGENCY

We are a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

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APPLICATION FOR RESIDENTIAL TENANCY - The 3 pages of this application must be completed in full & signed or your application will not be processed

RENTAL PROPERTY: _____

APPLICANTS DETAILS

Full Name	D.O.B.		/	/
Are you known by another name				
Contact No. Home	Work	Mobile		
Email Address		Fax No		
Number of dependants to reside in property	Names & Ages			
Total occupants	<i>(You must list ALL occupants names below)</i>			
Car Registration	Drivers Licence No.	Licenced State		
Passport No.	18+ Card No.	Other ID		
Car Make/Model & Year :				
Total No of Vehicles to be kept on premises (including motorbikes, trailers, boats etc) :				
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed	
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		
Full name of all persons other than applicant wishing to occupy the premises:				

CURRENT RESIDENTIAL DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned \$	mortgage per month
Name of Real Estate Agent/Lessor or Owner of Property				
Address	Phone			
Period of occupancy	/	/	to	/ / Reason for leaving
If renting do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why				

PREVIOUS RESIDENTIAL DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned \$	mortgage per month
Name of Real Estate Agent/Lessor or Owner of Property				
Address	Phone			
Period of occupancy	/	/	to	/ / Reason for leaving

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency _____

Address _____ Phone _____

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INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment		
Employer	Weekly wage \$		
Address	Phone		
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual	(hours per week)
If less than 6 months Previous Employer			
Occupation	Period of employment		
Address	Phone	Weekly wage \$	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual	(hours per week)
Other	<input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$	
	<input type="checkbox"/> Pensioner Type	Allowance \$	
	<input type="checkbox"/> Unemployment benefit	Allowance \$	
	<input type="checkbox"/> Self Employed (Name of Business)	Wage \$	
	Address	Phone	
How long established	ABN No.	Accountant Name	Phone

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?: To Let Sign Rental List
 Telephoned Newspaper Window Card Internet

QUESTIONS

Have you ever been evicted, been issued a Notice to Remedy or are you in debt to another Lessor or Agent
 Yes No
 If yes, give details_____

Why are you moving from your current place of living_____

When would you be expecting to take up residency_____

I, the applicant, accept the property in its present condition Yes No
 (A detailed Condition Report will be completed prior to you taking possession)
 If no, give details_____

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TERMS & CONDITIONS - AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: I, _____, the applicant, do solemnly and sincerely declare that the information provided is true and correct. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me.

I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first weeks rent to secure the property. In this instance that being \$_____. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to the agent. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding. I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to witness _____ DATE _____

If you require further assistance please feel free to contact our office.

OFFICE USE ONLY (photocopy for tenant):

Money required prior to moving in:	Application signed & all details complete	<input type="checkbox"/>
4 weeks bond & 2 weeks rent (or as stated)	Photocopy Tenants ID <input type="checkbox"/> 100 point check	<input type="checkbox"/>
	TICA check: Listed <input type="checkbox"/> Yes <input type="checkbox"/> No Attach F1A/B/C	<input type="checkbox"/>
RENT \$ _____ + BOND \$ _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lessor Approved
	Tenant Advised - request 1 st weeks rent	<input type="checkbox"/>