

Tenancy Application Form

Please check and return your completed application and identification to
138 Bay Terrace, Wynnum QLD 4178

Email: rentals@remaxwm.com.au

Address of Property Applied for:

You are required to submit photocopies of supporting documents with your application. The application will not be processed or approved if the sufficient identification for your application is not provided.

100 Point of ID Required:

You must have:

1. A current driver's license or other photo ID
2. Current proof of income (minimum 3 pay slips or 3 months of bank statements)
3. Current rent ledger (if renting)

100 POINT IDENTIFICATION CHECK

APPLICANT 1

Item	X	Points	Item	X	Points
Passport		30	Phone/gas/electricity bill		15
Other photo ID		20	Current vehicle rego		15
Driver's licence		30	Tenant ledger		20
Birth certificate		20	Rates notice		30
Current wage advice (min of 2)		30	Bank statement		20

APPLICANT 2

Item	X	Points	Item	X	Points
Passport		30	Phone/gas/electricity bill		15
Other photo ID		20	Current vehicle rego		15
Driver's licence		30	Tenant ledger		20
Birth certificate		20	Rates notice		30
Current wage advice (min of 2)		30	Bank statement		20
Passport		30	Phone/gas/electricity bill		15

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 hours and advise you by either telephone or email. If we are unable to contact all of your referees, this process may take longer.

APPROVAL OF APPLICATION

If your application is approved, you will be provided with a tenancy agreement, bond lodgement form and a pet agreement (if applicable). All parties must read all documents carefully, sign and return to our office prior to the move in date. **You will be required to pay two weeks rent within 24 hours to secure the property.** You will be required to pay the 2 weeks rent, as well as 4 weeks rent as your bond, prior to collecting keys and taking possession of the premises. Please note that this must be paid in cleared funds (credit card via rental rewards, direct debit via rental rewards, bank transfer, or bank deposit). The property will not be secured for you until the first two weeks rent has been received and all parties have signed the tenancy related documents.

COLLECTION & RETURN OF KEYS

You will need to collect the keys, finalise payment or monies and sign all documents during our office hours between **Monday-Friday 8:30am-5:00pm only.** **Please phone prior to the date of collection to arrange an appointment. Keys can only be collected on or after the starting of your lease, no earlier.**

PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks rents as bond. If your weekly rent is more than \$700 per week, the bond requirement may vary. All monies must be paid in clear funds. We accept 3 forms of payment methods. (1) Credit Card payments via Rental Rewards. (2) Direct Debit via Rental Rewards. (3) Bank deposit. This will be discussed with you when signing your Tenancy Agreement.

RENTAL REWARDS

To pay ongoing rent from your bank account or by credit/debit card, simply complete the attached Rental Rewards Registration form. Register and pay rent using a credit card to receive FREE rent protection. Conditions apply. See the Rental Rewards brochure or visit www.rentalrewards.com.au for further information.

We accept:



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 in cleared funds in full. Please phone to make an appointment within 24 hours of the application being approved.

ELECTRICITY CONNECTIONS / TELEPHONE CONNECTIONS

It is the tenant responsibility to connect the electricity, gas, and phone and to ensure that it is disconnected at the end of the tenancy. All connection costs are the responsibility of the tenant, or the Property Manager can arrange this via Direct Connect- Ask your property manager for more information.

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 our office within 3 days** of moving into the property.

CONTACT PHONE NUMBER

It is the tenant's responsibility to notify our office of their new home phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your work telephone number or mobile number change, we must also be notified.

TENANT DEFAULT AGENCY

Our office is a member of the TICA Group, which is a tenant default agency. Should you default 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.

PROPERTY DETAILS

Address of property applied for: _____

When would you like to move into the property? _____ Rent offered per week: _____ Length of lease preferred: _____

How many tenants will occupy the property? Adults: _____ Children: _____ Ages of children: _____

Will there be any pets at the property? YES / NO

If YES, number of pets: _____ Age of pets: _____ Type and breed: _____

The tenant agrees that it will become a condition of the tenancy agreement that upon vacating, you will be responsible for the pest control of fleas inside and outside of the property Pest Control company must provide 3-month warranty) and to make good any damage caused by the pet including any holes and/or worn out lawn areas. The tenant agrees, that should there be evidence of pet urine smells in the property, it will be professionally treated (cleaned and deodorised) or in extreme cases the carpet underlay will be replaced in effected areas.

The tenant accepts full responsibility for any animal that the tenant brings or allows upon the rented premises with or without the consent of the Lessor/agent and will be solely liable for all loss and damage or injury suffered by any person, caused 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 bought against it/them by any person injured by such animal.

Will there be any vehicles at the property? YES / NO If YES, number of vehicles: _____

Car make, model and year: _____ Vehicle registration number: _____

Do you have garden/lawn care equipment to maintain grounds at the premises? YES / NO / NOT APPLICABLE

If the property has a pool – have you cared for a pool? YES / NO / NOT APPLICABLE

APPLICANT 1

Personal Information

Mr Mrs Ms Miss

Given name(s): _____ Surname: _____

Date of birth: _____ Drivers license number: _____

Passport number: _____ Passport country: _____

Home phone number: _____ Mobile number: _____

Email address: _____

Do you have contents insurance? YES / NO Are you a smoker? YES / NO



APPLICANT 1

Employment History

What is your occupation? _____

What is the nature of your employment? FULL TIME / PART TIME / CASUAL / CONTRACT

Net weekly income: _____

Employer's Name _____

Contact name, number, and email: _____

Duration worked at job: _____

If less than 6 months, previous employment details: _____

Living Arrangements

What is your current address and rent paid per week? _____

How long have you lived at your current address? _____

What is your reason for leaving? _____

Landlord/Agent details (if applicable) -

Name: _____ Phone: _____ Email: _____

What is your previous address and rent paid per week? _____

How long did you live at previous address? _____

Landlord/Agent details (if applicable) -

Name: _____ Phone: _____ Email: _____

Was the bond refunded in full? YES / NO If NO, why? _____

APPLICANT 2

Personal Information

Mr Mrs Ms Miss

Given name(s): _____ Surname: _____

Date of birth: _____ Drivers license number: _____



APPLICANT 2

Passport number: _____ Passport country: _____

Home phone number: _____ Mobile number: _____

Email address: _____

Do you have contents insurance? YES / NO Are you a smoker? YES / NO

Employment History

What is your occupation? _____

What is the nature of your employment? FULL TIME / PART TIME / CASUAL / CONTRACT

Net weekly income: _____

Employer's Name _____

Contact name, number, and email: _____

Duration worked at job: _____

If less than 6 months, previous employment details: _____

Living Arrangements

What is your current address and rent paid per week? _____

How long have you lived at your current address? _____

What is your reason for leaving? _____

Landlord/Agent details (if applicable) -

Name: _____ Phone: _____ Email: _____

What is your previous address and rent paid per week? _____

How long did you live at previous address? _____

Landlord/Agent details (if applicable) -

Name: _____ Phone: _____ Email: _____

Was the bond refunded in full? YES / NO If NO, why? _____

PRIVACY STATEMENT

In accordance with Privacy Principle 1.3 of the Privacy Act, we require you to read and sign this acknowledgement in order to process your tenancy application. A tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed on to an agent.

In accordance with the National Privacy Principles, the database member discloses that in addition to information being supplied to a database company, other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/We the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/We further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/We further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/We agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/We agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/We further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member’s access to information accumulated from members about tenants who have breached their tenancy agreements.

I/We agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/We acknowledge that the calls to TICA Default Tenancy Control Pty Ltd are charged at a \$5.45 per minute inclusive of GST.

SIGNATURES		
APPLICANT 1:		
_____	_____	___/___/___
Name	Signature	Date
APPLICANT 2:		
_____	_____	___/___/___
Name	Signature	Date