

# TENANCY APPLICATION FORM

QUEENSLAND PROPERTY GROUP



Please ensure you provide Min.100 points Identification - at least ONE item from each section is required - Photo copy ALL & bring originals

## Section ONE

\_\_\_\_ (40) Drivers License  
\_\_\_\_ (40) Passport (complete the following)  
Name at Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Passport Country: \_\_\_\_\_

## Section Two

\_\_\_\_ (30) Latest 3  
Current Pay Slips OR  
Current Bank Statement OR  
Centre Link income Statement

## Section Three

\_\_\_\_ (10) Gas account  
\_\_\_\_ (30) Previous tenancy reference  
\_\_\_\_ (20) Previous two rent receipts  
\_\_\_\_ (20) Home owner MUST SUPPLY a recent rates notice  
\_\_\_\_ (10) Motor vehicle registraion  
\_\_\_\_ (10) Telephone account  
\_\_\_\_ (10) Electricity account  
\_\_\_\_ (10) Pet rego papers  
\_\_\_\_ (10) Birth Certificate  
\_\_\_\_ (10) Medicare Card  
\_\_\_\_ **TOTAL POINTS**

## Residential Tenancy Application Form

All sections of this form must be completed & signed for your application to be processed

Proposed Rental Property address:		Postcode		
Rent Per Week: \$	Bond Amount: \$	Have you inspected the property?: YES / NO (please circle)		
Length of tenancy:	Years	Months	Tenancy To Commence	
How many tenants will occupy the property?	Adults	Dependants	Ages	Pets: Yes / No (Circle) If yes attach a PHOTO OF EACH pet
Pet type:	Breed/s:	Reg. No:	Outdoor only: YES / NO	
Pet type:	Breed/s:	Reg. No:	Outdoor only: YES / NO	
Vehicle 1 Rego:	Model/Year/Colour	Vehicle 2 Rego:	Model/Year /Colour	

### 1. First Applicant

Title	First Name	Initial
Last Name	Smoker	Yes / No
Name at Birth:	Place of Birth:	
Date of Birth / /	Age (Years / Months)	
Drivers Licence No.	State	
Passport	Medicare No.	Ref:
Pension Type (if applicable)	No	
Home Ph	Mobile Ph	
Email		
Marital status: Single Married De Facto Sep/Div Friends Relatives		

### 2. Rental History - Applicant 1

Current Address		
Suburb	Postcode	
How Long at Current Address?	Years	Months
Reason for Leaving:	Rent per week: \$	
Landlord/ Agent Name:	Ph one:	
Email:	fax:	
Previous Address		
Suburb	Postcode	
Length at previous Address?	Years	Months
Reason for Leaving:	Rent per week: \$	
Landlord/ Agent Name:	Ph one:	
Email:	fax:	
Bond Refunded Yes / No	If not why?	

### 1. Second Applicant AND/OR Partner

Title	First Name	Initial
Last Name	Smoker	Yes / No
Name at Birth:	Place of Birth:	
Date of Birth / /	Age (Years / Months)	
Drivers Licence No.	State	
Passport	Medicare No.	Ref:
Pension Type (if applicable)	No	
Home Ph	Mobile Ph	
Email		
Marital status: Single Married De Facto Sep/Div Friends Relatives		

### 2. Rental History - Applicant 2

Current Address		
Suburb	Postcode	
How Long at Current Address?	Years	Months
Reason for Leaving:	Rent per week: \$	
Landlord/ Agent Name:	Ph one:	
Email:	fax:	
Previous Address		
Suburb	Postcode	
Length at previous Address?	Years	Months
Reason for Leaving:	Rent per week: \$	
Landlord/ Agent Name:	Ph one:	
Email:	fax:	
Bond Refunded Yes / No	If not why?	

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### 3. Employment Details - Applicant 1

Occupation	Employers Name	
Employment Address		
Suburb	Postcode	
Employer Phone No	Contact Name	
Length at current employment	Years	Months
Net Income \$	Per Week \$	Per Month \$
Are you self employed? Yes / No ABN:		
Accountant Name: _____ phone: _____		

### 4. Social Security Benefits OR Centrelink Payment

Type	CRN:		
\$	Per Week	\$	Per Month

### 5. Referees - Applicant 1 - (NOT co-applicant)

1. Reference name	
Address:	
Home Phone	Mobile No
2. Reference name	
Address:	
Home Phone	Mobile No

### 6. Emergency Contact Details - Not same as co-applicant

Name	Phone No
Address	
Suburb	Postcode
EMAIL Address:	

### 7. Declaration of Authority

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TRA: (02) 9363 9244
- TICA: 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

### 3. Employment Details - Applicant 2

Occupation	Employers Name	
Employment Address		
Suburb	Postcode	
Employer Phone No	Contact Name	
Length at current employment	Years	Months
Net Income \$	Per Week \$	Per Month \$
Are you self employed? Yes / No ABN:		
Accountant Name: _____ phone: _____		

### 4. Social Security Benefits OR Centrelink Payment

Type	CRN:		
\$	Per Week	\$	Per Month

### 5. Referees - Applicant 2 - (NOT co-applicant)

1. Reference name	
Address:	
Home Phone	Mobile No
2. Reference name	
Address:	
Home Phone	Mobile No

### 6. Emergency Contact Details - Not same as co-applicant

Name	Phone No
Address	
Suburb	Postcode
EMAIL Address:	

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Printed Name Applicant 1:

Signature Applicant 1

Date

Printed Name Applicant 2:

Signature Applicant 2

Date

### 8. Payment Details

Property Rental Per Week	\$
Rent in Advance	\$
Rental Bond (4 weeks rent)	\$
Total Due	\$

Eftpos / Bank Cheque / EZIRENT