

# TENANT APPLICATION INFORMATION

Applications will not be processed unless all information is supplied for each person over 18 wishing to reside.

**The property will not be held for you until the application has been approved and the first 2 weeks rent has been paid to our office in cleared funds within 24 hours of approval by Simple Rent, money order, bank cheque or credit card (credit cards incur a fee of 1.76%)**

**Compulsory documents** - When returning your application, you must submit at least one form of photo identification, one month's most recent proof of income, and one month's most recent bank statement to go towards your 100 points of ID or your application cannot be processed.

## REQUIRED SUPPORTING DOCUMENTS

Drivers Licence	30	Passport	30
18+ Card or Other Photo ID	30	Tenants Rent Ledger	20
Medicare Card	10	Birth Certificate	40
Four current payslips	15	Previous Tenancy Reference	20
Previous two rent receipts	20	Copy of Current Visa	20
Bank Statement	10	Telephone Account	15
Bank/credit card statement	15	Pension Card / Health Care Card	15
Council Rates	15	Electricity Account or Gas Account	15
Centrelink Income Statement	10	Motor Vehicle registration Certificate	15

You are required to submit **PHOTOCOPIES** of supporting documents **with your application**. Your application will not be processed if sufficient ID cannot be given. Our office will require you to submit a minimum of 100 points for your application to be considered. If you do not have 100 points, please let us know and we will discuss this with you.

## **PLEASE READ BEFORE SUBMITTING APPLICATION!!!**

### **PROCESSING AN APPLICATION**

In most instances, we can process your application within 24 – 48 hours depending on references etc however if we are unable to contact the landlord for approval of the application the process may take longer. Unfortunately, we cannot decide for the owner and we **MUST** have their approval before we approve or decline any applications. We will always advise you the outcome of your application and your patience is always appreciated.

### **TENANT DEFAULT AGENCY**

Our office is 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 may 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 only take this course of action when absolutely necessary.

### **SECURING THE PROPERTY – PAYMENT OF FULL OR PART BOND EQUIVALENT TO 2 WEEKS RENT MUST BE PAID WITHIN 24 HOURS OF APPLICATION APPROVAL**

Once the application has been approved you will be required to pay a minimum of two week's rent to secure the property. Please note that this must be paid in cleared funds via Simple Rent, Money Order, Bank Cheque or Credit Card. Personal cheques & cash are **not accepted** at our office under any circumstances. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

### **PAYMENT OF RENT & BOND**

Prior to taking possession of the property, full bond equivalent to 4 weeks rent must be paid and an extra 2 weeks rent in advance. **This office does not accept bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or prior to collecting the keys.

### **BOND LODGEMENT**

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 5 weeks for monies to be released.

**PLEASE NOTE: If your application is declined, it will be shredded after 30 days.**

#### **PAYMENT OF RENT**

It is our company policy that all rental payments are to be made in advance of the due date. We offer 3 forms of banking methods.

- (1) At this office with a money order or bank cheque
- (2) Rental Rewards credit card fee's apply
- (3) Simple Rent (preferred method – refer below)

#### ***SimpleRent.com.au***

*The Applicants understands that the preferred rental payment method is a set and forget Direct Debit via SimpleRent. Upon approval of the Tenancy Application you will have the option to pay the rent via easy credit card deductions or weekly direct debit from your Bank Account. **It's that Simple!***

*You will also receive access to the **SimpleDiscounts** rewards program that will save you **3% to >20% off** over 22 National retailers and a host of other local businesses.*

*I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online [ ] **I acknowledge***

*I acknowledge that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit. [ ] **I acknowledge***

*I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit set up \$1.10, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%).*

*Failed payments \$9.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary. [ ] **I acknowledge***

*I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process. [ ] **I acknowledge***

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

#### **SIGNING OF THE TENANCY AGREEMENT**

Approved tenants must be available to sign a Tenancy agreement within 24-48 hours from time of approval. Failure to be available or contactable may result in the property being offered to another applicant. 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 and in full.

#### **ELECTRICITY CONNECTION / TELEPHONE CONNECTION**

A free utility service is provided by our agency – DIRECT CONNECT are contactable on 1300 664 715

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 & Gas connections: **131- 253 & TELSTRA** Optional telephone Connection: 132-200

#### **CONDITION REPORTS**

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you may be liable for discrepancies when you vacate. **You must return the Condition Report to our office within three days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

#### **WE ARE HERE TO HELP**

If you require further assistance or information prior to moving into your property, please feel free to contact our office on 07 3843 1355.

# 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 ADDRESS:** \_\_\_\_\_

## APPLICANTS DETAILS

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		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		
No. of cars to be kept at property				Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property				<input type="checkbox"/> Yes <input type="checkbox"/> No		
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				
Do you have contents insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Occupancy Details: Full Names, current addresses & ages of all people, inc children who will reside at this property						
Name		Address			Age	Relationship

## CURRENT RENTAL DETAILS

Address		<input type="checkbox"/> Rented \$		per week		<input type="checkbox"/> Owned	
Name of Real Estate, Lessor or Agent if property sold							
Address		Phone:		Fax:			
Email Address:							
Period of occupancy		/ / to / /		Reason for leaving			
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why							

## PREVIOUS RENTAL DETAILS

Address		<input type="checkbox"/> Rented \$		per week		<input type="checkbox"/> Owned	
Name of Real Estate, Lessor or Agent if property sold							
Address		Phone					
Email Address:							
Period of occupancy		/ / to / /		Reason for leaving			
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why							

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

Name	Address	
Phone	Email	Relationship
Name	Address	
Phone	Email	Relationship
Name	Address	
Phone	Email	Relationship
Next of Kin or other person to contact in case of an emergency		
Address	Phone	

**INCOME DETAILS - ALL INCOME IS NET OR TAKE HOME "PER WEEK "**

Position	Period of employment	
Employer	Nett weekly wage \$	
Address	Phone:	Contact:
Email Address:		
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual            (            hours per week)		
If less than 6 months    Previous Employer		
Position	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	Student (Name of College, TAFE, UNI)	Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date    /    /
Pensioner Type	Allowance \$	
Unemployment benefit	Allowance \$	
Self Employed (Name of Business)	Wage \$	
Address	Phone	
How long established	ABN No.	
Accountant Name	Phone	
Email	BAS statmenet supplied?	Yes    No
Other type of Income (ie. Savings or Investments)	Other Income \$	

**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 or are you in debt to another Lessor or Agent     Yes     No

If yes, give details \_\_\_\_\_

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 \_\_\_\_\_

I HAVE VIEWED AND AGREED to the 18a Tenancy Agreement for this property before handing in my application     Yes     No

**FREE Utility Connection Service - with a difference!**

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

**E: [support@movemein.com.au](mailto:support@movemein.com.au) P: 1300 911 947 [www.movemein.com.au](http://www.movemein.com.au)**

**TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER**

Applicant's Name: \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understands that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. 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. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, 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, tenant default agencies, tradespeople, 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.

The Electronic Transactions Act (Qld) requires that all parties in a business-related transaction provide consent (either written or verbal) to the use of fax and/or email. Once the named people below have signed this document, consent has been provided by all parties to the agreement to use email and/ or fax for business related communication during the term of the tenancy agreement. Consent for the use of email and/or fax can be withdrawn at any time by provided written notice to the other party

Once the application has been approved I agree to pay a minimum of the 2 weeks bond to secure the property. In this instance that being \$\_\_\_\_\_. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST TWO WEEKS BOND & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the first two week's bond are paid, but I decide not to proceed, I agree that this money will be forfeited to your office. 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 destroyed.

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AGENT \_\_\_\_\_ DATE \_\_\_\_\_