

# Application for Residential Tenancy

(one application to be completed per person)

125 Margaret Street Toowoomba QLD 4350 | Phone 07 4632 8899 | Fax 07 4632 8999 | Email admin@tcrealty.com.au

## Part 1 Rental Property Details

### Item 1:

#### Property Details

Property address

Rent \$ a week Bond \$ (calculate at 4x rent) Applying for Bond Loan

Starting on Preferred timeframe 6 months 1 year 2 year

Have you viewed/inspected the property? Yes No Date inspected

If successful would you like us to arrange connection of your utilities eg power, phone? Yes No

### Part 2

## Applicant Details

### Item 2:

#### Contact Details

Full name Date of Birth

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

Work phone Mobile Home Phone

Email:

Driver's licence/Passport number State

Number of vehicles Registration number(s)

### Item 3:

#### Dependants

Do you have any dependants? Yes No

Dependants full name(s) Relationship to Applicant Dependant Date of Birth

### Item 4:

#### Smoking

Are you or any of the dependants living with you a smoker? Yes No

### Item 5:

#### Pets

Do you intend to keep pets at the property? Yes No

Number of pets Type of pet/s Age & Breed

### Item 6:

#### Student Details

Are you studying full time? Yes No

Name of education institution you are currently attending Student Identification Number

Are you an overseas student Yes No If yes, Visa expiry date:

### Item 7:

#### Centrelink Payments

Are you receiving any regular Centrelink payments? Yes No

Description of payment(s)

Total income (per week) Date payments commenced

**Item 8:****Applicants Address History****Current residential address**

Period of occupancy

Type of occupancy

Rent      Owner      Other &gt;

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current Rent

\$                      a week

a fortnight

a month

Reason for leaving

**Previous residential address**

Period of occupancy

Type of occupancy

Rent      Owner      Other &gt;

Previous Agent/Lessor (if renting)

Agent/Lessor phone

Previous Rent

\$                      a week

a fortnight

a month

Reason for leaving

**Item 9:****Employment Details**

Are you employed?

Yes

No

(if no, provide details of previous employer, if any)

Employment status

Full Time

Part Time

Casual

Contract

Self employed

Occupation

Net income (per week)

Date commenced employment (approx)

Date terminated employment (if any)

Employer/Business Name

Address

Phone

If self employed, Accountant's Name

Phone

**Item 10:****Personal References**

Please do not list relatives, other applicants or partners and provide business hours contact numbers.

Referee Name &amp; Address

Relationship

Phone

1.

2.

**Item 11:****Personal Representative**

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative Name &amp; Address

Relationship

Phone

1.

2.

**Part 3****Supporting Documents****Item 12:****Proof of Income**

You are require 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, Tax Return or Accountant's letter**Not employed:** Centrelink Statement

**Item 13: Identification**

You are required to meet a 100 point identification criterion upon submission of your application. Please tick the identifying documents you have provided with your application. The agent/lessor may retain these documents as part of your application.

**IMPORTANT: At least one form of Photo Identification MUST be provided.**

**70 Points**

Passport	Full birth certificate	Citizenship certificate
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**40 Points**

Australian driver's licence	Student Photo ID	Dept of Veterans Affairs card
Centrelink Card	Proof of age card	State/Federal Govt Photo ID

**25 Points**

Medicare card	Council rates notice	Motor vehicle registration
Telephone bill	Electricity bill	Gas bill
Tenancy History Ledger	Bank statement	Credit card statement
Last FOUR rent receipts	Rent bond receipt	Previous tenancy agreement

**Part 4 Declaration**

Please declare the following by selecting either TRUE or FALSE

I, the applicant,

- |  |      |       |
|--|------|-------|
| 1. have never been evicted by an agent/lessor  | True | False |
| 2. have no known reason that would affect by ability to pay rent   | True | False |
| 3. was refunded the rental bond for my last address in full (if applicable)<br>If false, please advise what deductions were made from your bond? | True | False |
| 4. have no outstanding debt to another agent/lessor?<br>If false, why are you in debt to your past agent/lessor?                                 | True | False |
| 5. am not bankrupt and that the rental price is within my means?   | True | False |

**Part 5 Privacy Statement**

**Privacy Act 1988 Collection Notice**

The personal information the prospective tenant(s) provides in the "Tenant Application" or is collected from other sources is necessary for Toowoomba City Realty to verify the applicant's identity; to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant(s) in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected, to other parties including the lessor(s), referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Toowoomba City Realty and/or the Lessor(s).

If the applicant(s) enters into a Residential Tenancy Agreement, and if the applicant(s) fail to comply with their obligations under the agreement, which fact and other relevant personal information collected about the applicant during the course of tenancy may also be disclosed to the lessor(s), third party operators of tenancy databases and other agents.

If the applicant(s) would like access to the personal information Toowoomba City Realty hold, they can do so by contacting the Tenancy Information Centre of Australia 02 9743 1800. The applicant(s) can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, Toowoomba City Realty may not be able to process the Application and manage the tenancy.

## Acknowledgement

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

I, the Applicant,

- |  |     |    |
|--|-----|----|
| 1. acknowledge that I have read the agency's Privacy Notice and Consent  | Yes | No |
| 2. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why  | Yes | No |
| 3. acknowledge that Toowoomba City Realty do not support copying documents for this application, a \$5 administration fee will be charged to photocopy.  | Yes | No |
| 4. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the <i>Electronic Transactions (Queensland) Act 2001 (Qld)</i> and the <i>Electronic Transactions Act 1999 (Cth)</i> .  | Yes | No |
| 5. understand that you as the agent/lessor have collected this information for the purchase 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.  | Yes | No |
| 5.1. for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquires and searched (including tenancy database searches) as you consider reasonably necessary.  | Yes | No |
| 5.2. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees name in this application and other relevant third parties  | Yes | No |
| 6. consent and understand that should be tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto other which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. | Yes | No |
| 7. declare that the above information is true and correct and that I have supplied it of my own free will.   | Yes | No |
| 8. attended a showing of the property I am applying for and agree to take the property as is.  | Yes | No |
| 9. submitted an application for each adult intending to reside at the property   | Yes | No |
| 10. understand that my Tenancy Application form will take 3 business days to process. In order to assist with the processing of my tenancy application form I agree to wait for this time frame to lapse before contacting Toowoomba City Realty for an update.  | Yes | No |

Name of Applicant

Signature

Date