

DALBY Office

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**TOOWOOMBA Office**

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Toowoomba QLD 4350
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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: \$ _____ Are you applying for Bond Loan? YES / NO _____ Are you Preapproved YES / NO _____

Length of tenancy: Years: _____ Months: _____ Tenancy To Commence _____ Have you inspected the property?: YES / NO _____

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: _____ Indoor / Outdoor _____

Pet type: _____ Breed/s: _____ Reg. No: _____ Indoor / Outdoor _____

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 _____

Relationship to Applicant 2: Partner Friend Relative _____

Relationship to Children: _____

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 _____

Relationship to Applicant 1: Partner Friend Relative _____

Relationship to Children: _____

Rental History - Applicant 1

Current Address _____

Suburb _____ Postcode _____

How Long at Current Address? Years _____ Months _____

Reason for Leaving: _____ Rent per week: \$ _____

Landlord/ Agent Name: _____ Phone: _____

Email: _____ fax: _____

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: _____ Phone: _____

Email: _____ fax: _____

Previous Address

Suburb _____ Postcode _____

Length at previous Address? Years _____ Months _____

Reason for Leaving: _____ Rent per week: \$ _____

Landlord/ Agent Name: _____ Phone: _____

Email: _____ fax: _____

Bond Refunded Yes / No _____ If not why? _____

Previous Address

Suburb _____ Postcode _____

Length at previous Address? Years _____ Months _____

Reason for Leaving: _____ Rent per week: \$ _____

Landlord/ Agent Name: _____ Phone: _____

Email: _____ fax: _____

Bond Refunded Yes / No _____ If not why? _____

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: _____

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 _____

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Type _____ CRN: _____

\$ _____ Per Week \$ _____ Per Month _____

5. Referees - Applicant 1 - (NOT co-applicant or family)

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: _____

5. Referees - Applicant 2 - (NOT co-applicant or family)

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. Original Identification & proof of income MUST be enclosed with your application. Incomplete applications cannot be processed.

PLEASE BRING ORIGINAL IDENTIFICATION AND PROOF OF INCOME TO OFFICE FOR COPYING

Drivers Licence Passport Medicare Card Bankcard
Copy of recent Payslips OR Copy of Bank Statement OR Centerlink Statement

8. Please answer ALL Questions – circle your response Provide details if required

Do you have applications pending on other properties? Yes - No _____
Has your tenancy ever been terminated? Yes - No _____
Have you ever been refused a rental property? Yes - No _____
Are you in debt to another landlord or agent? Yes - No _____
Have deductions ever been taken from your bond? Yes - No _____

Do you currently own a house, unit or property? Yes - No _____
Address _____

Have you ever rented through a real estate not already listed on this application? If so please provide details:

Real Estate Agent Name: _____
Real Estate Agent Phone: _____
Real Estate Agent Email: _____
Address of Rental Property: _____

9. 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)

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 _____

10. Payment Details

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