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**TOOWOOMBA Office**

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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