



The Real Estate Institute of Queensland

# Application for Residential Tenancy

**Agent for Lessor** Hillsurf Pty. Ltd. T/A Dowling & Neylan Real Estate

## Property Address

### Applicant Details

Full Name

Have you been known by any other name? Yes / No

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

Have you any dependants? Yes / No Dependants Name/s

Age/s of Dependants Total number of applicants applying for property

Drivers Licence Number or Passport Number State Date of Birth

Registration Number of Vehicle/s Number of Cars

Are you a smoker? Yes / No

### Contact Details

Current Address

Phones: Work Home  
Mobile Email

### Current Agent/Lessor

Time period at premises Years Months

Phone

Rent per week \$

**Are you employed?** Yes / No

Full Time/Casual/Part Time/Centrelink/Contract/Other

Occupation

Net weekly Income \$

Length of Employment

Name of Employer

Phone

### Previous Agent/Lessor

Phone

Previous Address

Rent paid per week \$

### If Self Employed

Business Name

How long self employed?

ABN

Address of Business

### Pets - List any pets owned

Number of Pets

Type of Pet/s

Are your pets registered with the council? Yes / No

Please state which council

Accountants Name

Phone

If you are a **Student**, what University, Tafe or School do you attend?

Student Identification Number

Overseas Student Yes / No

Visa Expiry Date

### Next of Kin

*(Please provide details of preferred person to be contacted in the event of an emergency)*

Name

Contact Number/s

Address

**Personal References (Please do not list relatives or partners and provide business hours contact numbers)**

Name Relationship  
Address Phone Number

Name Relationship  
Address Phone Number

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

Have you ever been evicted by any agent/lessor? Yes/No  
Is there any reason known to you that would affect your ability to pay rent? Yes/No  
Was your rental bond at your last address refunded in full? Yes/No  
Are you in debt to another agent/lessor? Yes/No  
Please advise what deductions were made from your rental bond: and/or Why are you in debt to your past agent/lessor?

**You are required to meet a 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.**

**10 Points:** Medicare Card, Birth Certificate, Motor Vehicle Registration Papers.

**30 Points:** Bank Statements, recent utility accounts eg: phone, electricity or gas.

**40 Points:** Drivers Licence, Passport, 18+ Card, Student ID, last FOUR recent receipts, tenant ledger, rental bond history statement available from the RTA.

**You will also be required to supply the agency with proof of your income upon submission of your application.**

Employed: Last TWO pay slips.

Self employed: Bank Statements, Group Certificate, or Accountant's letter.

Not employed: Centrelink Statement.

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in the application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.

I wish to undertake a tenancy for a period of \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$ \_\_\_\_\_ I understand that I am to pay a rental bond of \$ \_\_\_\_\_ on or before I take possession of the premises and sign a tenancy agreement.

The customer acknowledges that they have received or have available to them from the lessor or agent the Form 17a, 18a, by laws (if applicable) before signing this application. (please select yes or no) Yes/No

The customer acknowledges that one application form has to be completed per person applying. Yes/No

The customer acknowledges that they have received the Privacy Policy of the agent. Yes/No

The customer acknowledges that both and the lessor and tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it. Yes/No

**Name of Applicant:**

**Signature** ..... **Date**

**OFFICE USE ONLY Name of Employee taking application:**

Application FORM Signed by applicant		Proof of Income Supplied	
Identification Supplied		Form Fully Completed	



# TERMS & CONDITIONS - AUTHORITY & PRIVACY DISCLAIMER

**Applicant's Name:**

\_\_\_\_\_

I the applicant do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises on the \_\_\_\_\_ 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 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 **authorise** the agent to give information to the lessor of the property, credit providers, tenant default agencies and references named in this application and understand this can include information about my 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.

Once the application has been approved I agree to pay two weeks rent and sign the tenancy agreement to secure the property. In this instance that being \$\_\_\_\_\_.

**THE PROPERTY WILL NOT BE SECURED UNTIL WE RECEIVE THE TWO WEEKS RENT & THE AGREEMENT IS SIGNED.**

In the event that the application is successful and acceptance is communicated and the two weeks rent is 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 agree that this tenancy shall be binding and any amounts paid will be held as rent. 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 disposed of.

IMPORTANT PRIVACY NOTE: The information provided in this application is used for the purpose of determining if the applicant will be a suitable tenant. If you have any concerns regarding your privacy please refer to the Property Manager.

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

AGENT to WITNESS \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Money required in cleared funds prior to moving in is 2 weeks for RENT & 4 weeks for BOND (or if rent is over \$300 per week then the bond amount is negotiable) Total amount due is \$\_\_\_\_\_**

Please use this space to make notify use of any further comments regarding this application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY:**

Application Signed & all questions complete  Photocopy Tenants ID's & paperwork