

## TENANT APPLICATION INFORMATION

### One Application Form Per Person

### OFFICE HOURS

Monday to Friday - 8:30am to 5:30pm

Saturday - 8.30am to 4pm

Your Application won't be accepted if ALL 5 pages are NOT COMPLETE,  
SIGNED & the SUPPORTING DOCUMENTATION is not provided

### ESSENTIAL Supporting Documents – We require daytime phone numbers for ALL References

**Photo Identification-** 18+ card, Drivers licence, University, TAFE card, Passport OR if no photo id Birth Certificate

**Other Identification-** Medicare card, Bank card, Pensioner card

**Proof of Current Address-** Phone bill, Electricity account, Tenancy agreement, Council rates notice, In your name

**Proof of Income-** Last 4 wage slips, Current bank statements, Letter from your employer, Centrelink letter

**If Self Employed-** Last 3 months bank statements, Letter from your accountant, Certificate of registration

**Proof of Regular Housing Payments-** Receipts, Tenant ledger, Proof of mortgage payments, Bank statement

**OPTIONAL: Written References-** Personal, Rental references, Employment

### Q How long does it take to process an application?

**A** Minimum of 2 working days (working days are Monday to Friday) for our office to process your Application. If we need assistance or more information to process your application we will be in touch.

### Q Will you call me to let me know the outcome of my application?

**A** Once the owners have made their decision we will phone you to advise the outcome.

### Q What happens if my application is Approved?

**A** Upon your application being approved, your Property Manager will call to make an appointment with you. You will receive a copy of the Standard Terms & Conditions of your Tenancy Agreement, Annexure A, Body Corporate By-Laws (if applicable), Information Booklet 17a "Renting in Queensland" and your welcome pack. It is important that you carefully read these documents prior to taking up the tenancy.

### Q When is the Property Mine?

**A** Once all tenants have signed the tenancy documentation you will need to pay (Clear Funds Only) your first 2 weeks Rent & Bond. You need to bring your bank account details to this appointment.

### Q When can I move in?

**A** On the day stated on the tenancy agreement. The keys can be collected between the hours of 9.00am & 5:00pm Monday to Friday and 9:00am & 3.30pm Saturday. Before you move into your new home we require full payment in cleared funds of the bond, first 2 weeks rent and all Tenancy paperwork completed & signed.

**This can only be done during these hours only.**

**We are a Cashless office -** We will not accept payments by Cash, Eftpos or Direct Deposit to our Trust Account. The approved payment methods are RentCard, Cheque & Money Order.



Tenant  
to  
Retain

FORM 1

## IMPORTANT – PRIOR TO TAKING UP TENANCY

### TENANT DATABASE CHECKS

Our office is a member of Tenancy Information Centre of Australia & National Tenancy Database, which is are National Tenant Database Agency. When processing your application form, our office will conduct the necessary tenant checks with this company. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with TICA and or NTD. Once listed, the information will remain on file until the default is rectified. We look forward to a harmonious agent / tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

### TENANCY AGREEMENT, SPECIAL CONDITIONS AND INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement & special conditions, tenant information booklet & body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions prior to entering into the tenancy agreement

### PAYMENT OF YOUR RENT & BOND

Before you can move into your new home you must pay **2 weeks rent & 4 weeks bond in [cleared funds only](#)**. If your weekly rent is more than \$700 per week the bond required may vary. This office does **NOT** accept bond transfers. If you were relying on a bond transfer please discuss this with your Property Manager when we call you to approve your application.

*All monies must be paid in cleared funds prior to collecting the keys or the access will not be provided.*

### ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All costs and deposits are the tenant's responsibility.

### SMOKING

It is our company policy that no smoking is permitted inside the property due to health, safety & fire risks.

### YOUR CONDITION REPORT

When you move into the property, be very particular with the condition report & make sure you mark down anything not already outlined on the condition report otherwise you will be liable for the any discrepancies when you vacate. **It is Law that the condition report is returned to the agent within 3 days of moving into the property.** Keep a copy of this report in a safe place during your tenancy, as you will need to refer to this report when vacating. The maximum penalty is \$1500 under the Residential Tenancies Act for not returning a condition report.

### YOUR CONTACT DETAILS

It is the tenant's responsibility to notify our office of all new phone numbers. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your telephone numbers change at any time you must notify us.

### RENT PAYMENTS

**Our company policy is that all rental payments are to be made using Cheque, Money Order or with RentPay. We DO NOT accept any other payment method.**

Payments using RentPay can be made via Telephone, Internet or by Direct Debit. This will be discussed with you in further detail when signing your Tenancy Agreement. Your rent payment method is to be confirmed on the day you move into your new home.



**FORM 1 - CL8**

**APPLICATION FOR RESIDENTIAL TENANCY** ALL SECTIONS OF THIS 7

PAGE APPLICATION MUST BE COMPLETE & SIGNED

PROPERTY ADDRESS: \_\_\_\_\_

**YOUR INFORMATION - Please write clearly**

<b>Name</b>		<b>D.O.B:</b> / /
Are you known by another name / Maiden Name		
Ph: Home	Work	Mobile
Email Address		Fax
Drivers Licence#	Licence State	Other ID
Passport No#	18+ Card#	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No
Car Make/Model & Year		No of Cars to be kept on premises
Car Registration#	Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property	
Pets <input type="checkbox"/> Yes <input type="checkbox"/> No How many	Type & Breed	Registered with which council
Full Names & Ages of ALL persons to occupy the premises		

**1.YOUR CURRENT ADDRESS** If you are relying on a bond transfer, contact our office immediately

<b>Address</b>	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Current Real Estate / Landlord / Agent if property sold		
Address	Ph	Fax
Period of occupancy / / to / /	Reason for leaving	
Do you expect a full bond refund <input type="checkbox"/> Yes <input type="checkbox"/> No If No why;		

**2.YOUR LAST ADDRESS**

<b>Address</b>	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Previous Real Estate / Landlord / Agent if property sold		
Address	Ph	Fax
Period of occupancy / / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

**3.YOUR PREVIOUS ADDRESS**

<b>Address</b>	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Previous Real Estate / Landlord / Agent if property sold		
Address	Ph	Fax
Period of occupancy / / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

**Any other relevant referee for previous addresses:** - \_\_\_\_\_



**FORM 1B**

**APPLICANT TO COMPLETE THIS SECTION ONLY**

**1. CURRENT Real Estate Name:** \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Attention: **Property Manager** From: **North Shore Realty Rental Department**  
 Tenant Name/s on Lease: \_\_\_\_\_  
 Previous Rental Address: \_\_\_\_\_  
 Tenant Signature Approving Reference Request: \_\_\_\_\_

**VERIFICATION OF APPLICANTS DETAILS**

This is to advise that the above listed tenant/s have submitted an application for tenancy with our office. To enable our office to process the information could you please complete the following information and return this form to our office urgently!

*Print out Tenant Ledger & Fax back with this Reference*  Done

Please confirm that the above tenant/s are leaseholders / were leaseholders / approved occupants at the above mentioned property?  Yes  No

Date tenancy agreement commenced & expired / / to / /

Did your office terminate the tenancy  Yes  No

If Yes, Reason: \_\_\_\_\_

The weekly rent paid? \$ \_\_\_\_\_

Was rent always paid on time?  Yes  No if No, Max. period of arrears \_\_\_\_\_ days / weeks

During their tenancy were any Form 11 or 12 Notice Issued?  Yes  No

Reason: \_\_\_\_\_

Did you complete Periodic Inspections?  Yes  No

Were the inspections  Excellent  Clean & Tidy  Not Good

Comments: \_\_\_\_\_

Did you receive any complaints during the tenancy?  Yes  No

Comments: \_\_\_\_\_

Did the tenant keep any pets on the property?  Yes  No

Type of Pet and How Many: \_\_\_\_\_

What was the condition of the property when they vacated & Did they receive a full bond refund?

Comments: \_\_\_\_\_

List Deductions: \_\_\_\_\_

Was the tenant ever abusive to any of your staff?  Yes  No

Additional Comments: \_\_\_\_\_

Completed By Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PLEASE FAX BACK URGENTLY TO 07 5450 7319**

Thank you for taking the time to provide our office with a reference we really do appreciate it!  
*North Shore Realty Property Management Department*



**APPLICANT TO COMPLETE THIS SECTION ONLY**

**2. PREVIOUS Real Estate Name:** \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Attention: **Property Manager** From: **North Shore Realty Rental Department**  
 Tenant Name/s on Lease: \_\_\_\_\_  
 Previous Rental Address: \_\_\_\_\_  
 Tenant Signature Approving Reference Request: \_\_\_\_\_

**VERIFICATION OF APPLICANTS DETAILS**

This is to advise that the above listed tenant/s have submitted an application for tenancy with our office. To enable our office to process the information could you please complete the following information and return this form to our office urgently!

*Print out Tenant Ledger & Fax back with this Reference*  Done

Please confirm that the above tenant/s are leaseholders / were leaseholders / approved occupants at the above mentioned property?  Yes  No

Date tenancy agreement commenced & expired / / to / /

Did your office terminate the tenancy  Yes  No

If Yes, Reason: \_\_\_\_\_

The weekly rent paid? \$ \_\_\_\_\_

Was rent always paid on time?  Yes  No if No, Max. period of arrears \_\_\_\_\_ days / weeks

During their tenancy were any Form 11 or 12 Notice Issued?  Yes  No

Reason: \_\_\_\_\_

Did you complete Periodic Inspections?  Yes  No

Were the inspections  Excellent  Clean & Tidy  Not Good

Comments: \_\_\_\_\_

Did you receive any complaints during the tenancy?  Yes  No

Comments: \_\_\_\_\_

Did the tenant keep any pets on the property?  Yes  No

Type of Pet and How Many: \_\_\_\_\_

What was the condition of the property when they vacated & Did they receive a full bond refund?

Comments: \_\_\_\_\_

List Deductions: \_\_\_\_\_

Was the tenant ever abusive to any of your staff?  Yes  No

Additional Comments: \_\_\_\_\_

Completed By Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PLEASE FAX BACK URGENTLY TO 07 5450 7319**

Thank you for taking the time to provide our office with a reference we really do appreciate it!  
*North Shore Realty Property Management Department*



**APPLICANT TO COMPLETE THIS SECTION ONLY**

**3. PREVIOUS Real Estate Name:** \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Attention: **Property Manager** From: **North Shore Realty Rental Department**  
 Tenant Name/s on Lease: \_\_\_\_\_  
 Previous Rental Address: \_\_\_\_\_  
 Tenant Signature Approving Reference Request: \_\_\_\_\_

**VERIFICATION OF APPLICANTS DETAILS**

This is to advise that the above listed tenant/s have submitted an application for tenancy with our office. To enable our office to process the information could you please complete the following information and return this form to our office urgently!

*Print out Tenant Ledger & Fax back with this Reference*  Done

Please confirm that the above tenant/s are leaseholders / were leaseholders / approved occupants at the above mentioned property?  Yes  No

Date tenancy agreement commenced & expired \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Did your office terminate the tenancy  Yes  No

If Yes, Reason: \_\_\_\_\_

The weekly rent paid? \$ \_\_\_\_\_

Was rent always paid on time?  Yes  No if No, Max. period of arrears \_\_\_\_\_ days / weeks

During their tenancy were any Form 11 or 12 Notice Issued?  Yes  No

Reason: \_\_\_\_\_

Did you complete Periodic Inspections?  Yes  No

Were the inspections  Excellent  Clean & Tidy  Not Good

Comments: \_\_\_\_\_

Did you receive any complaints during the tenancy?  Yes  No

Comments: \_\_\_\_\_

Did the tenant keep any pets on the property?  Yes  No

Type of Pet and How Many: \_\_\_\_\_

What was the condition of the property when they vacated & Did they receive a full bond refund?

Comments: \_\_\_\_\_

List Deductions: \_\_\_\_\_

Was the tenant ever abusive to any of your staff?  Yes  No

Additional Comments: \_\_\_\_\_

Completed By Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PLEASE FAX BACK URGENTLY TO 07 5450 7319**

Thank you for taking the time to provide our office with a reference we really do appreciate it!

*North Shore Realty Property Management Department*



**YOUR REFERENCES** No Relatives & 3 references are needed

<b>Name</b>	<b>Address</b>
Ph	Relationship
<b>Name</b>	<b>Address</b>
Ph	Relationship
<b>Name</b>	<b>Address</b>
Ph	Relationship

**Next of Kin or Other Person to Contact in Case of Emergency** Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Relationship \_\_\_\_\_

**YOUR INCOME** We require your Net/Take Home Amount & Per Week

<b>Occupation</b>	<b>Period of employment</b>
Employer	<b>Net Weekly wage \$</b>
Address	Ph
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (          hours per week)	
<b>If less than 6 months Previous Employer -</b>	
Occupation	<b>Period of employment</b>
Employer	<b>Net Weekly wage \$</b>
Address	Ph
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (          hours per week)	
<b>Other Student (Name of College, TAFE, UNI) Austudy \$</b>	
Pension Type	<b>Allowance \$</b>
Unemployment benefit	<b>Allowance \$</b>
<b>Self Employed (Name of Business)</b>	
Address	<b>Wage \$</b>
How long established	Ph
Accountant Name	ABN #
	Ph
	Fax
Other type of Income (ie. Savings or Investments)	<b>Other Income \$</b>



**FORM 1D**

**APPLICANT TO COMPLETE THIS SECTION ONLY**

**CURRENT** Employer Name: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Attention: **Human Resources** From: **North Shore Realty Rental Department**  
Employee Name: \_\_\_\_\_  
Applicant's Signature Approving Reference Request: \_\_\_\_\_

**VERIFICATION OF APPLICANTS EMPLOYMENT**

This is to advise that the above listed tenant has submitted an application for tenancy to our office. To enable our office to process the information could you please complete the following information and return this form to our office urgently!

- Does the above prospective tenant work for you?  Yes  No
- What is their position with your company? \_\_\_\_\_
- How long has the above prospective tenant been employed by your company? \_\_\_\_\_
- Is the position with your company secure and stable?  Yes  No
- What are the above prospective tenants NET weekly earnings with your company? \$ \_\_\_\_\_
- Have you ever been a guest in the prospective tenants home?  Yes  No
- Do they care for the property?  Yes  No
- Would you rent to the above prospective tenant?  Yes  No

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by Signature: \_\_\_\_\_ Date: / /  
Print Name: \_\_\_\_\_  
Position in Company: \_\_\_\_\_

**PLEASE FAX BACK URGENTLY TO 07 5450 7319**  
**Thank you for taking the time to provide our office with a reference we really do appreciate it!**  
*North Shore Realty Property Management Department*



# TERMS & CONDITIONS, AUTHORITY & PRIVACY DISCLAIMER

**Applicant Name:** \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I, the applicant, understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant will be a suitable tenant for the property.

I have inspected \_\_\_\_\_ listed rental property & wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from the \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at a rental of \$ \_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$ \_\_\_\_\_.

- I, the applicant, agree that I will not be entitled to occupation of the premises until:
- (i) vacant possession is provided by the current occupant of the premises
  - (ii) the tenancy agreement is signed by the applicant; and
  - (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises, being 2 weeks for RENT & 4 weeks for BOND or if rent is over \$700 per week then the bond amount is negotiable.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's creditworthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches that 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, database agencies, 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, creditworthiness, 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 a minimum of two (2) weeks rent to secure the property, being \$ \_\_\_\_\_. **THE PROPERTY WILL NOT BE HELD UNTIL THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES AND WE RECEIVE THE 2 WEEK'S RENT.**

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

Have you ever been evicted or are you in debt to another Landlord 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 \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** / / **TIME:** \_\_\_\_\_

**AGENTS NAME:** \_\_\_\_\_ **DATE** / / **TIME:** \_\_\_\_\_

**OFFICE USE**  All sections complete  All questions complete  All Supporting Paperwork Attached

## HOW DID YOU FIND THIS RENTAL PROPERTY?

Rental List  Internet  To Let Sign  Our Staff  Newspaper  Other \_\_\_\_\_