



930 Logan Road, HOLLAND PARK QLD 4121  
Fax. (07) 3397 7459 Tel. (07) 3900 8889  
[nathanandrew@remax.com.au](mailto:nathanandrew@remax.com.au)  
[www.remaxexecutivesqld.com](http://www.remaxexecutivesqld.com)

FORM 1 – CL8

# TENANT APPLICATION INFORMATION

**PLEASE NOTE: Applications Will Not Be Processed Unless All Information Is Supplied. Each applicant must complete a separate Application. Applications will not be processed until all parties have viewed the property.**

Tenant  
to  
retain

## OFFICE HOURS

Our office is open Monday to Friday 9:00am - 5:00pm and Saturday by appointment.

## PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

## REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

### 100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager

50 points Previous Rent Ledgers	20 points Min. 2 references from previous Agent/Lessor
40 points Bond Refund History (Refer to Bond Board)	20 points Current Motor Vehicle Rego Papers
30 points Passport	10 points Copy of Telstra / Energex / Gas Account
30 points Drivers License	10 points Other Identification
20 points Birth Certificate	

✓

- Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter).
- Written References (Personal, Rental and Employment)

## PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours (2 business days) and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

## APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.

## SECURING THE PROPERTY - PAYMENT OF THE HOLDING DEPOSIT

Once the application has been approved you will be required to pay a minimum of HALF THE VALUE OF THE BOND to secure the property **within 24 hours**. Please note that this must be paid in a **bank cheque or money order**. Our office does not accept cash or personal cheque payments at any time. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

# GENERAL INFORMATION PRIOR TO TAKING UP TENANCY



## TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and 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.

## COLLECTION OF KEYS

Our office is open Monday to Friday 9:00am - 5:00pm and Saturday by appointment. You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

## PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$500 per week, the bond requirement may vary. **This office does not accept bond transfers.** All monies must be paid in money order or bank cheque prior to collecting the keys.

## PERIODICAL INSPECTIONS

Please be aware that during a tenancy, periodical inspections will be conducted every three to four months. **SPECIAL NOTE:** Internal & external photographs of the property may be taken during an inspection and forwarded to the property owner.

## BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

## PAYMENT OF RENT

It is our company policy that all rental payments are to be made via bank cheque, money order or via DEFT payment systems. DEFT allows direct debit transfers, BPAYS **OR** customer initiated transfers.

Our office **CAN NOT** accept direct funds payments into our trust account unless via DEFT payment system.

**NOTE: Our office does not accept cash or personal cheque payments at anytime. (\$0.85 fee per transaction, 1.5% credit card surcharge. Terms and Conditions apply.)**

## SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

## ELECTRICITY AND GAS CONNECTION

It is the tenant's responsibility to connect the electricity & gas and to ensure that it is disconnected at the end of the tenancy. Enclosed on the back of this form is a direct connect form. We suggest using it.

## CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. **You must return the Condition Report to our office within three working days** of moving into the property otherwise the agents copy will be deemed true and correct. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

**TENANT DEFAULT DATABASE**

Our office is a member of **TICA**, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do 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.

Money required in bank cheque  
 4 weeks bond & 2 weeks rent (or as stated)  
 RENT \$ \_\_\_\_\_ + BOND \$ \_\_\_\_\_

**OFFICE USE ONLY:**  
 Application signed & all details complete   
 100 point check  Photocopy Tenants ID   
 TICA check: Listed  Yes  No

# APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full & signed or your application will not be processed

**RENTAL PROPERTY ADDRESS:** \_\_\_\_\_

## APPLICANTS DETAILS

Name	D.O.B.		/	/
Are you known by another name				
Contact No. Home	Work	Mobile		
Email Address	Fax No			
Number of dependants to reside in property			Total occupants	
Age of dependants			<i>(You must list ALL occupants names below)</i>	
Car Registration	Drivers Licence No.	Licenced State		
Passport No.	18+ Card No.	Other ID		
No. of cars to be kept at property		Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No				
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed	
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No				

Full name of all persons other than applicant wishing to occupy the premises

\_\_\_\_\_

## CURRENT RENTAL DETAILS – If you are considering a bond transfer, contact our office

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold		
Address	Phone	
Period of occupancy	/ / to / /	Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

## PREVIOUS RENTAL DETAILS

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

**PERSONAL REFERENCES** - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**INCOME DETAILS** – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual    (    hours per week)	
If less than 6 months Previous Employer	
Occupation	Period of employment
Address	Phone                      Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual    (    hours per week)	
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No    Visa Expiry Date    /    /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit	Allowance \$
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?:     To Let Sign                       Rental List  
 Telephoned     Newspaper \_\_\_\_\_     Window Card                       Internet

**QUESTIONS**

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

# TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at 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, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property 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. 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 which 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, 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 a minimum of two weeks rent to secure the property. In this instance that being \$\_\_\_\_\_. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST TWO WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the first two week's 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 agreed that this tenancy shall be binding.

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.

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

AGENT to witness \_\_\_\_\_ DATE \_\_\_\_\_

## WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

take the hard work out of your move  
we'll set everything up for you . . .  
it's easy and it's FREE



**Direct Connect**

Your Free No Obligation Connection Service

Address: 17/264 Old Cleveland Road,  
Cooparoo, Qld4151  
Phone Number: (07) 3900 8889  
Fax: (07) 3397 7459  
Email: [business@remax.com.au](mailto:business@remax.com.au)

**Step 1**

Select the utilities you would like connected by ticking the relevant boxes below.

**Step 2**

Fill out the relevant details on this form, sign it and lodge it with your property manager.

**Step 3**

We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

Please tick utilities as required

Electricity  Internet  Gas  Phone  Pay TV  Insurance

Name of Applicant	
Address For Connection	
Postcode	
Contact Phone Number	Date Of Birth
CONNECTION DATE	

**DECLARATION AND EXECUTION:** By signing this application, I/we consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature:  Date:

P: 1300 664 715 F: 1300 664 185 W: [www.agents.directconnect.com.au](http://www.agents.directconnect.com.au)  
Level 9 Toowong Tower, 9 Sherwood Rd, Toowong QLD 4066