



73 Wood Street MACKAY QLD 4740
PO BOX 925, MACKAY QLD 4740
Phone: 07 4957 7424 Fax: 07 4953 4759
Email: rentals@gardian.com.au
www.gardianrealestate.com.au

Rental Application

Note: 1 application form must be completed for each occupant over the age of 18 years.

Property Details

Date ___/___/___

Address: _____

Rental Amount: \$_____ per week Rental Payments: Weekly/Fortnightly/Monthly

Date to Commence Tenancy: _____ Term of Tenancy: 6months/12months

Number of Adults residing at property: _____ Number of Children residing at property: _____

Please provide ages of all children under 18 years: _____

Pets: ☐ YES ☐ NO if yes please submit attached Pet Application

Applicant

Full Name: _____

Previous Name (if applicable) _____

Date of Birth: _____ Driver's License Number: _____

18+ Card Number: _____ Passport Number: _____

Medicare Number: _____ Vehicle Registration: _____

Home Phone Number: _____ Mobile Number: _____

Email: _____

Current Residential Situation

Home owner ☐ Renting ☐ Boarding ☐ Other (please specify) _____

Address: _____

If owner, what will you be doing with your property?

☐ Rent, Private or Real Estate? ☐ Sell, Private or Real Estate

How long have you lived at your current address? _____ years _____ months

Name of Agent/Landlord: _____

Phone Number: _____ Rent paid per week: \$_____

Reason for Leaving: _____

Was bond refunded in full? ☐ Yes ☐ No

If No, please specify: _____

Previous Residential Details – NB. Please supply at least 2 years of tenancy history

Did you ☐ Own ☐ Rent ☐ Other (please specify) _____
Address: _____
How long did you live at this address? _____ years _____ months
Name of Agent/Landlord (if applicable) _____
Phone Number: _____ Rent paid per week: \$ _____
Reason for leaving: _____
Was bond refunded in full? ☐ Yes ☐ No
If No, please specify: _____

Previous Residential Details

Did you ☐ Own ☐ Rent ☐ Other (please specify) _____
Address: _____
How long did you live at this address? _____ years _____ months
Name of Agent/Landlord (if applicable) _____
Phone Number: _____ Rent paid per week: \$ _____
Reason for leaving: _____
Was bond refunded in full? ☐ Yes ☐ No
If No, please specify: _____

Current Employment

Occupation: _____ ☐ Full Time ☐ Part Time ☐ Casual
Employers Name (Company): _____
Business Address: _____
Contact Name (Manager) _____ Phone Number: _____
Date Commenced: _____
Nett Income (after tax & excluding O/T) \$ _____ per ☐ Week ☐ Fortnight ☐ Month

Previous Employment

Occupation: _____ ☐ Full Time ☐ Part Time ☐ Casual
Employers Name (Company): _____
Business Address: _____
Contact Name (Manager) _____ Phone Number: _____
Date Commenced: _____
Nett Income (after tax & excluding O/T) \$ _____ per ☐ Week ☐ Fortnight ☐ Month

Self Employed - Please attach a business card

Name of Business: _____ ABN _____

Business Address: _____

Phone Number: _____ Industry: _____

How long have you been in Business? _____ months _____ years

List one major creditor: _____ Phone: _____

Accountant Name: _____ Phone: _____

Last tax return statement or profit & loss statement or bank statement – Please Attach

Students – Please attached Student ID card

Institution: _____ Student ID #: _____

Faculty/Department: _____

Expected Duration: _____ Income Source: _____

Nett Income (after tax & excluding O/T) \$ _____ per ☐ Week ☐ Fortnight ☐ Month

Centrelink Recipient

Type of Payment & CRN: _____

Total Centrelink Payment/Fortnight: _____

Will you be applying for a bond loan? ☐ Yes ☐ No

Will you be applying for rent assistance? ☐ Yes ☐ No

References

Complete all 3 reference blocks below and include either of the following

- 1) Your parents or guardians
- 2) Your nearest relative not living with you
- 3) At least 2 must be permanent residents of Australia
- 4) At least 1 established trade, business or colleague reference
- 5) Same person must not be used more than once

Name: _____ Relationship: _____

Home Ph: _____ Mobile Ph: _____ Business Ph: _____

How long known: _____ years _____ months

Name: _____ Relationship: _____

Home Ph: _____ Mobile Ph: _____ Business Ph: _____

How long known: _____ years _____ months

Name: _____ Relationship: _____

Home Ph: _____ Mobile Ph: _____ Business Ph: _____

How long known: _____ years _____ months

Emergency Contact Details – must not reside with you

1. Name: _____
Address: _____
Phone: _____ Relationship: _____

2. Name: _____
Address: _____
Phone: _____ Relationship: _____

Disclaimer/Authority – please read before signing

- 1) I, the said applicant, do solemnly declare that the information provided in this application is true and correct and that all the information given was of my own free will.
- 2) I consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied which is required to process my application.
- 3) I, the said applicant, do solemnly declare that I am over the age of 18.
- 4) I confirm I have inspection the said property I am applying for and found it to be a reasonably clean condition (applicable unless a Sight Unseen form is attached)
- 5) I have been informed, understand and agree that the rental for the said property is \$_____per week and is within my means of support.
- 6) I acknowledge that this is an application to rent the said property and that it is subject to the landlord's final approval. I understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply an reason for the refecton of this application, unless the application is declined as a result of my name being listed with a tenancy default database.
- 7) I acknowledge, understand & agree that should my application be successful, I will pay a two week holding deposit within 24 hours of approval. Furthermore I agree to pay 4 weeks bond and sign the tenancy agreement within 48 hours of approval.

Applicant Name: _____

Signature: _____ Date: _____

Before any application will be considered, each applicant must achieve a minimum of 100 points of ID plus you must provide proof of income to support each application

Source	Points
If you have ever owned your own property copy of rates notice	50
Driver's License	50
Last 4 Rental Receipts	40
Photo ID (eg: 18+ card, Student Card)	30
Passport	30
Medicare Card	20
Birth Certificate	20
Savings/Credit Card	10
Current Vehicle Registration Papers	10
References from previous landlords or selling agent	10
Total Number of Points	

PROOF OF INCOME MUST BE PROVIDED

Two (2) recent payslips, letter of employment from employer or Centrelink Statement

If self-employed, please provide a statement of income from your accountant or a bank statement to show proof of income

Rent & Bond Breakdown

Rent per week \$ _____

First 2 weeks rent \$ _____

Bond \$ _____

PRIVACY STATEMENT FOR TENANTS



Privacy Statement

Gardian Real Estate respects your right to privacy. We are bound by the National Privacy Principles of the Privacy Act which regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

In our role as Managing Agent, we collect information about you via the Tenancy Application process, throughout the tenancy and after the tenancy ends.

Questions Regarding This Privacy Statement

If you have questions about this Privacy Statement or would like to access the information about you, please write to:

Gardian Real Estate Pty Ltd

73 Wood Street, Mackay Qld 4740

Fax: 07 4953 4759

rentals@gardian.com.au

In accordance with the privacy act I/we the undersigned authorise the recipient of this form to provide any information requested to Gardian Real Estate regarding our/my rental history or to confirm employment details. I/We understand that this information will be used to access my/our application.

All information supplied to Gardian Real Estate is treated confidentially.

TENANT NAME

Signature

Date

TENANT NAME

Signature

Date



PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. If unsure please contact our Agency prior to completing this application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM

PET 1

PET 2

TYPE OF PET/S

BREED

NAME/S

AGE

DESEXED

YES / NO

YES / NO

COUNCIL REG #

DESCRIPTION

COLOUR

PHOTO PROVIDED

YES (copy for file) / NO

YES (copy for file) / NO

ITEM

PET 3

TYPE OF PET/S

BREED

NAME/S

AGE

DESEXED

COUNCIL REG #

DESCRIPTION

COLOUR

PHOTO PROVIDED

YES (copy for file) / NO

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The dog is to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception. The 2 cats are permitted inside.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

APPLICATION RESULT

Application for Pet/s – **DECLINED**

Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Signature

Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature

Date

Tenant Name

Signature

Date



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346

Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____