

Residential Tenancy Application



Applications will not be processed unless the following is provided:

1. **Photo ID** - Passport / Driver's Licence / 18+ Card
2. **Last 3 Months Bank Statements & Medicare Card**
3. **Proof of Address** - Phone / Gas/ Electric Bill
4. **Proof of Income** - 3 x Most Recent Pay Slips / Letter of Employment / Centrelink Statement
5. **Rental/Owner History** - Tenant Ledger or Council Rates / Notice & Home Loan Statements (Home Owners)

AGENT DETAILS:

Phone: (07) 3343 4001
Fax: (07) 3343 2004
Email: mtgravatt@gijay.com
Address: 1399 Logan Road
 Mt Gravatt QLD 4122
Website: www.gijay.com

A: PROPERTY DETAILS

Property address that you would like to rent?

Lease commencement date?

Term of lease?

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Property rent per week?

Bond (4 x weekly rent):

\$	\$
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How many people will occupy the property?

Adults:	Children:	Ages of all occupants:
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Full names (inc. relations) of ALL other persons to occupy the property:

Details of any pet? (Photos of all pets must accompany application - All pets must be strictly outside.)

Breed / Type?	Number?	Are your pets registered with the council?
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B: PERSONAL DETAILS - APPLICANT 1

PERSONAL DETAILS - APPLICANT 2

Surname	Given Names	Surname	Given Names
Date of Birth	Place of Birth	Date of Birth	Place of Birth

PLEASE PROVIDE YOUR CONTACT DETAILS

Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

PLEASE PROVIDE YOUR CONTACT DETAILS

Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

C: VEHICLES - APPLICANT 1

Car Make / Model/Year/Colour	Registration	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Cars/Boats/Trailers		
<input type="text"/>		

VEHICLE - APPLICANT 2

Car Make / Model/Year/Colour	Registration	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Cars/Boats/Trailers		
<input type="text"/>		

D: APPLICANT HISTORY - APPLICANT 1

What is your CURRENT address?

Period of Occupancy?	Rent/Mortgage Paid per Week?
Years Months \$	

Property Status (Please Select)

Name of Agent/Landlord	Phone Number
<input type="text"/>	<input type="text"/>

APPLICANT HISTORY - APPLICANT 2

What is your CURRENT address?

Period of Occupancy?	Rent/Mortgage Paid per Week?
Years Months \$	

Property Status (Please Select)

Name of Agent/Landlord	Phone Number
<input type="text"/>	<input type="text"/>

Reason/s for Leaving?

Reason/s for Leaving?

What was your PREVIOUS address & Landlord Phone No.?

Reason/s for Leaving?

Was bond refunded in full?	If not, why?
<input type="text"/>	<input type="text"/>

What was your PREVIOUS address & Landlord Phone No.?

Reason/s for Leaving?

Was bond refunded in full?	If not, why?
<input type="text"/>	<input type="text"/>

E: PERSONAL REFERENCES (NOT RELATED TO YOU)

Please provide 2 personal references who can be contacted during business hours.

*Reference - Full Name

(i) ref:

(ii) ref:

Contact Number	Relationship to you?
(i) <input type="text"/>	<input type="text"/>
(ii) <input type="text"/>	<input type="text"/>

*Reference - Full Name

(i) ref:

(ii) ref:

Contact Number	Relationship to you?
(i) <input type="text"/>	<input type="text"/>
(ii) <input type="text"/>	<input type="text"/>

F: EMPLOYMENT HISTORY - APPLICANT 1**EMPLOYMENT HISTORY - APPLICANT 2**

Current Employment - Occupation

Employer's name/Centrelink details or
Business name + ACN if self employed

Employer's Address

Contact Name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of Employment

Net Income per week

Years	Months	\$
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(If Less Than Twelve Months)

Previous Employers Name

Employer's Address

Contact Name

Phone Number:

<input type="text"/>	<input type="text"/>
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Length of Employment

Net Income per week

Years	Months	\$
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IF SELF EMPLOYED - Please provide business references

Accountants name and address

Accountant Contact Name

Accountant Phone Number

<input type="text"/>	<input type="text"/>
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Business/Company Name and Address

Business/Company Director

Phone Number

<input type="text"/>	<input type="text"/>
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Current Employment - Occupation

Employer's name/Centrelink details or
Business name + ACN if self employed

Employer's Address

Contact Name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of Employment

Net Income per week

Years	Months	\$
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(If Less Than Twelve Months)

Previous Employers Name

Employer's Address

Contact Name

Phone Number:

<input type="text"/>	<input type="text"/>
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Length of Employment

Net Income per week

Years	Months	\$
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IF SELF EMPLOYED - Please provide business references

Accountants name and address

Accountant Contact Name

Accountant Phone Number

<input type="text"/>	<input type="text"/>
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Business/Company Name and Address

Business/Company Director

Phone Number

<input type="text"/>	<input type="text"/>
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G: NEXT OF KIN/EMERGENCY CONTACT DETAILS

Name

Contact Number

<input type="text"/>	<input type="text"/>
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Relationship To You

Name

Contact Number

<input type="text"/>	<input type="text"/>
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Relationship To You

TENANT ACKNOWLEDGEMENT

J: Please acknowledge the following by tick either Yes or No:

I/we, the applicants,

1. Has at least one of the applicants physically inspected the property? Yes No
2. Has either applicant ever been evicted by, or been in debt to, any landlord or Agent? Yes No
3. Has either applicant ever had a tenancy terminated by a landlord or agent? Yes No
4. Does either applicant have any other applications pending on other properties? Yes No
5. Has either applicant ever been refused a property by a landlord or agent? Yes No
6. Does either applicant intend to run any type of business from the property? Yes No
7. Are you or any of the occupants living with you, a smoker? Yes No
8. Acknowledge that my/our personal contents insurance is not covered under any Lessor/s insurance policy/s and understand that it is my/our responsibility to insure my/our own personal belongings Yes No
9. Understand that you as the agent/Lessor/s have collected this information for the purpose of determining whether I/we are a suitable tenant for the property—in particular to check my/our identification, my/our ability to care for the property, my/our character and my/our credit worthiness Yes No
10. For such purposes, I/we authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
11. In doing so, I/we understand that information provided by me/us may be disclosed to, and further information obtained from, referee/s named in this application and other relevant third parties. Yes No
12. Acknowledge that I/we have been made aware of the agency's Privacy Policy (refer to www.GiJay.com) Yes No
13. Acknowledge that the Lessor/s and applicant/s (tenant/s) are bound by this agreement immediately once payment of the bond and the first two weeks rent has been made after the applicant has received either a verbal or written approval of this application from the Lessor/s or agents. Yes No
14. Acknowledge that unless the property is newly constructed, and/if the phone line has been removed from the property, I/we will be liable for the reconnection costs quoted by provider. Yes No

Tenant Declaration

I/we, the Applicant/s, declare that the information provided is true and correct and that I/we have supplied it of my/our own free will. The applicant/s acknowledge that this is an application to lease the property nominated on this application and that the application is subject to the registered Lessor/s approval and the availability of the premises on the due date. No action will be taken against the Lessor/s or agent should the premises not be ready for occupation on the due date or if my application is not successful.

I/We acknowledge that the processing of this application can take up to two working days and in some circumstances longer. Unless contacted earlier by the Lessor/s, I/we will expect a response in this time frame. I/we acknowledge that the Lessor/s and agent will reply on the truth of my answers in accessing this application for tenancy. I/we hereby offer to rent the property from the Lessor/s under a Tenancy Agreement prepared by the agent in accordance of the Residential Tenancies and Rooming Accommodation Act 2008 and acknowledge that I/we will be required to pay rental bond.

Name of Applicant/s _____

Applicant/s Signature _____

L: PREVIOUS LESSOR/AGENT REFERENCE

To: _____ Email/Fax No: _____
From: **GiJay Estate Agents** Date: _____

This is to advise that tenant/s as listed below have submitted an application for tenancy to our office. To enable our office to process the information please complete the following and return via email or in person.

Email: mtgravatt@gijay.com / Fax: 07 3343 2004

Name of Tenant/s: _____
Address: _____

Please confirm the above tenant/s were/are approved occupants at the above mentioned property

Date tenancy agreement commenced: _____ Length of tenancy: _____

Please confirm the weekly rent paid: \$ _____ Was rent paid on time: YES NO

Was there any Notice to Remedy Breaches given? YES NO

If YES, how many times were Notice of Remedy Breaches issued during the tenancy?

Please advise reason/s if breach notices were given for other than rent arrears: _____

Were the premises maintained in accordance with their tenancy agreement? YES NO

Was the yard maintained to a satisfactory standard? YES NO

Comments: _____

Did you receive any complaints during the tenancy? YES NO

Comments: _____

Did the tenant keep any pets on the property? YES NO

Did they receive a full bond refund? YES NO

Would you rent a property to the tenant again? YES NO

We would appreciate it if you would supply the Tenant/s Rent Ledger

Additional Comments: _____

Name of Property Manager: _____ Date: _____

Thank you from GiJay Estate Agents Property Management Team

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with **Section 18n(1)(b) of the Privacy Act** I/we authorize GiJay Estate Agents to give information to and obtain information from the tenant database named on the front of the Application Form, all credit providers, employers and references named in this application. I/we understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I/we understand this information may be used to assess my application.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Telephone: 07 3343 4001 Fax: 07 3343 2004 Email: mtgravatt@gijay.com Website: gijay.com

Agency Address: 1399 Logan Rd, Mount Gravatt QLD 4122