



TENANCY APPLICATION FORM

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL IT IS FULLY COMPLETED.
ALL PHOTOCOPIES OF SUPPORTING DOCUMENTS ATTACHED AND SIGNED.

We require **ONE** application to be completed per person (18years+)

DOCUMENTS REQUIRED FOR 100 POINTS IDENTIFICATION CHECK

You **MUST** provide photocopies of minimum 100 Points of Identification including at least **ONE** form of photo ID. Please ensure you also take your original documents to show when submitting an application.
You must submit at least **ONE** item from **EACH** Category

Category A – Photo Identification (ONE ITEM)

30 Points

- | | |
|--|---|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Driver's Licence |
| <input type="checkbox"/> Proof of Age Card | |

Category B – Proof of Income

20 Points

- | | |
|---|--|
| <input type="checkbox"/> 2x Recent Payslips | <input type="checkbox"/> Last Tax Return |
| <input type="checkbox"/> Letter of Offer | <input type="checkbox"/> Centerlink Statements |
| <input type="checkbox"/> Accountant Letter | <input type="checkbox"/> Bank Statement |

Category C – Additional Information

15 Points

- | | |
|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Medicare Card |
| <input type="checkbox"/> Tenant Ledger | <input type="checkbox"/> Telephone Account |
| <input type="checkbox"/> Electricity Account | <input type="checkbox"/> Gas Account |
| <input type="checkbox"/> Rates Notice | <input type="checkbox"/> Car Registration Certificate |
| <input type="checkbox"/> Credit Card Statement | |

Our Agency staff will contact you within 24-48 business hours.

A Holding Deposit [ONE (1) WEEKS RENT] must be made within 24 hours of Application Approval.
If an Application is withdrawn within 24 hours of acceptance, the Holding Deposit will be forfeited.

Keys will NOT BE RELEASED until the equivalent amount of [SIX (6) WEEKS RENT] has been received by our office [FOUR (4) WEEKS PAID AS BOND + TWO (2) WEEKS RENT].

Keys will NOT BE RELEASED until LEASE AGREEMENT has been signed by all parties.

We DO NOT accept cash for rental payments.
Payment methods include Internet Transfer or Direct Deposit.

APPLICATION CHECKLIST

Please ensure you have completed and understood the following points.

- ☐ **If your total weekly income multiplied by 30% is LESS than the rental amount we cannot accept your application**
- ☐ Inspected the property internally and externally with a Property Manager
- ☐ Completed all the details IN FULL on the Tenancy Application Form
- ☐ Attached photocopies of all documents supporting 100 Points of Identification
- ☐ Attached photocopies of documents supporting confirmation of income
- ☐ Provided all contact details required
- ☐ Completed & Signed Pet Application & Agreement Form (if applicable)
- ☐ Signed Employment Confirmation Request Form
- ☐ Signed Rental Reference Request Form
- ☐ Signed Direct Connect Form if you require free utility connections
- ☐ Read and signed Declaration in Tenancy Application
- ☐ Read and signed Privacy Disclosure Statement, Collection Notice, Privacy Consent, Marketing Consent & Electronic Transmission in Tenancy Application
- ☐ If the application is approved, the approved lease holders will sign a General Tenancy Agreement and pay the equivalent to ONE (1) WEEKS RENT within 24 hours of acceptance. Payment will be via Internet Transfer of Direct Deposit.

I have read and acknowledged the Terms of this Tenancy Application

Applicant Name

Applicant Signature

Date

TENANCY APPLICATION FORM

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant MUST submit an individual form.

PROPERTY DETAILS

Address of rental property

Lease commencement date

Lease term

How many people will occupy this property?

Adults

Children – Ages:

How did you hear about this property?

☐ Newspaper ☐ Internet ☐ Office ☐ Referral ☐ Sign ☐ Other:

APPLICANT DETAILS

First Name

Surname

Other names you may be known as

Date of Birth

Driver's Licence No.

Driver's Licence Expiry

Driver's Licence State

Passport No.

Passport Country

Pension No. (If Applicable)

Pension Type (If Applicable)

Home Phone No.

Mobile No.

Work Phone No.

Fax No.

Email Address

Are you an Australian Citizen? ☐ Yes ☐ No: Refer to copies of Passport and Visa attached. Expiry: ____ / ____ / ____

Do you smoke? ☐ Yes ☐ No

Current Address

Time lived at current address?

Rent per week?

Years

Months

\$

Reason for leaving current address?

Name of Agent / Landlord

Business Phone No.

Business Fax No.

Do you expect your Bond to be refunded in full? ☐ Yes ☐ No - Why not:

VEHICLES TO BE KEPT AT PROPERTY

Registration No.

Make / Model

PREVIOUS RENTAL HISTORY

What was your previous address?

Reason for leaving this address?

Name of Agent / Landlord

Business Phone No.

Business Fax No.

Was Bond refunded in full? ☐ Yes ☐ No – Why not:

EMPLOYMENT DETAILS

Current Employer

Position

Length of Employment

Years

Months

Total Net Pay per Period

Pay Period

Weekly / Fortnightly / Monthly

☐ Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Other: _____

Payroll / Manager's Name

Business Phone No.

Business Fax No.

IF SELF EMPLOYED

Company Name

Trading As

Address

ABN

Industry / Nature of Business

Period Self Employed

Accountant Details

Business Phone No.

Creditor Referee

Business Phone No.

IF A STUDENT OR NOT CURRENTLY EMPLOYED

Student ID	Institution
<div></div>	<div></div>
Course	Duration
<div></div>	<div></div>

☐ Currently not employed of a Student. Refer to the following selected documents attached to application to verify my source of income.

☐ Parent/Guardian Letter ☐ Centerlink Document ☐ Bank Statements

☐ Austudy Document ☐ Other:

Total Weekly Income	
\$ <div></div>	Statement Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No

FINANCIAL DETAILS

Specify \$Gross per annum and provide verification.

Employment	\$ <div></div>
Self Employment – Provide accountant letter to verify	\$ <div></div>
Other	\$ <div></div>
TOTAL	\$ <div></div>

PETS

☐ No ☐ Yes – Ensure Pet Application & Agreement Form is completed and attached.

EMERGENCY CONTACT DETAILS (Next of Kin)

First Name	Surname
<div></div>	<div></div>
Relationship to you	Phone No.
<div></div>	<div></div>

PERSONAL REFEREES (NOT RELATIVES)

1. First Name	Surname
<div></div>	<div></div>
Relationship to you	Phone No.
<div></div>	<div></div>
2. First Name	Surname
<div></div>	<div></div>
Relationship to you	Phone No.
<div></div>	<div></div>
3. First Name	Surname
<div></div>	<div></div>
Relationship to you	Phone No.
<div></div>	<div></div>

100 POINTS OF IDENTIFICATION

Your application will NOT be processed unless you provide photocopies of minimum 100 Points of Identification including at least ONE form of photo ID. Please tick the identifying documents you have provided. Please ensure you provide at least one document from each category.

CATEGORY A – PHOTO IDENTIFICATION (30 Points)

☐ Passport ☐ Driver's Licence ☐ Proof of Age Card

CATEGORY B – PROOF OF INCOME (20 Points)

☐ 2x Recent Payslips ☐ Last Tax Return ☐ Letter of Offer
☐ Centerlink ☐ Accountant Letter ☐ Bank Statement
Statements

CATEGORY C – ADDITIONAL INFORMATION (15 Points)

☐ Birth Certificate ☐ Medicare Card ☐ Tenant Ledger
☐ Telephone Account ☐ Electricity Account ☐ Gas Account
☐ Rates Notice ☐ Car Registration ☐ Credit Card
Cert Statement

DECLARATION

Applicant to complete and provide details as required.

Have you ever been evicted by any Lessor or Agent? ☐ NO ☐ YES
Are you in debt to another Lessor or Agent? ☐ NO ☐ YES
Is there any reason known to you that would affect your ability to pay rent when due? ☐ NO ☐ YES
Was your Bond last refunded in full? ☐ NO ☐ YES
I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. ☐ NO ☐ YES
I apply for a period of _____ months, at a rental of \$ _____ per week commencing on ____/____/____

I/We hereby offer to rent the property from the owner under a lease prepared by the Agent. I/We acknowledge that I will be required to pay rental two (2) weeks in advance and a rental bond equivalent to four (4) weeks rent and that this application is subject to the approval of the owner/lessor. I/We agree to pay a holding deposit equivalent to one (1) weeks rent within twenty-four (24) hours of being notified of approval of this application by the agent with such holding deposit to be applied towards the first two (2) weeks rent and four (4) weeks bond upon the signing of the lease and bond lodgements and balance of monies owed. I/We agree that if I/We withdraw my/our application the holding deposit will be forfeited unless the withdrawal occurs within twenty four (24) hours of approval. I/We agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application. I/We declare that all information contained in this application (including the reverse side) is true and correct and given of my/our own free will. I/We declare that I/We have inspected the premises and am not bankrupt. I/We agree that should there be a requirement to commence proceedings for recovery of rent, repairs or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me/us. I/We hereby declare that I/We have viewed the property for which we are applying and I/We understand that the property will be rented in the condition in which we viewed it.

DEPOSIT – One (1) weeks rent

RENT – One (1) weeks rent

BOND – Four (4) weeks rent

TOTAL PRE-MOVING IN COST

\$ <div></div>	=	\$ <div></div>
\$ <div></div>	=	\$ <div></div>
\$ <div></div>	=	\$ <div></div>
\$ <div></div>		

Applicant's Signature	Date
<div></div>	<div></div>

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation. If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of RE/MAX LEGACY. I authorise RE/MAX LEGACY to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which RE/MAX LEGACY subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au I authorise RE/MAX LEGACY to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree RE/MAX LEGACY to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: ☐ Indefinite until advertised in writing otherwise ☐ Other:

ELECTRONIC TRANSMISSION

It is agreed by signing this form, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT & CONSENT BY APPLICANT

Applicant Name	Applicant Signature
<div></div>	<div></div>

Date: ____/____/____ Time: ____: ____ am / pm

OFFICE USE ONLY

Date received: ____/____/____ Time ____ am / pm
Application signed and all details complete: ☐ Yes ☐ No
Photocopy provided of Tenant's ID ☐ 100 Point Check

Tenant Database Check – Listed: ☐ Yes ☐ No
Owner Approved: ☐ Yes ☐ No
Tenant Notified: ☐ Yes ☐ No

Reason Application was NOT accepted:

PET APPLICATION & AGREEMENT FORM

We request the landlord's permission to keep a pet, as detailed below, on the premises:-

Rental Property Address

Tenant Full Name

Contact Number

Pet Details

If more than 2 pets, completed separate Pet Application & Agreement. Please attach a clear photo of each pet with your application.

PET 1

Type of Pet

Breed

Name

Age

Size

Desexed?

Council Reg No.

PET 2

Type of Pet

Breed

Name

Age

Size

Desexed?

Council Reg No.

Emergency Pet Carer

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone No. 1

Phone No. 2

Veterinarian

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone No. 1

Phone No. 2

Should the application be approved, the tenants agree to the following:

- ✓ If an outside pet, the tenant/s agree not to allow the pet inside the house at any time.
- ✓ The tenant/s agree to have flea control treatment for the keeping of dogs and cats, and lice control treatment for the keeping of birds, carried out by a registered pest control company upon vacating the property. A receipt is to be produced as proof of having this done.
- ✓ Should there be evidence of fleas and lice during the tenancy, the property must be fumigated by a registered pest control company at the tenant's expense and a receipt is to be produced.
- ✓ The tenant/s agree to remove the pet droppings from the property on a weekly basis.
- ✓ The tenant/s agree that the dog will be registered in accordance with the local council by-laws and kept in a fenced area and not to cause a disturbance to the neighbours.
- ✓ The tenant/s hereby indemnify and keep the lessor/agent indemnified in respect of all damages, injuries, loss, costs or any other expenses, whether caused directly or indirectly from the tenants dog, including but not limited to, the tenants dog escaping the property and causing loss, damage injury or costs to any third party.
- ✓ The tenant/s agree that any damages caused by the pet during the tenancy will be repaired immediately, at the tenant's expense.
- ✓ The tenant/s agree that no unauthorised pets will be kept at the property, even on a short-term or temporary basis.
- ✓ The tenant/s agree that this agreement is only for the specific pet/s described above, and that the tenant/s will not harbour, substitute or "pet sit" any other pet.
- ✓ The tenant/s agree that the pet shall not cause any sort of nuisance or disturbance to neighbours, and agree to do whatever is necessary to keep the pet from making noise that would annoy others, and will take steps immediately to rectify complaints made by neighbours or other tenants.
- ✓ The tenant/s agree that if they keep fish in a fish tank, they accept responsibility for any damage caused by leakage or spillage of water.

The tenant understands that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet and is also grounds for further action.

Applicant 1 Full Name (PRINT)

Signature

Date

Applicant 2 Full Name (PRINT)

Signature

Date

Office Use Only

Date received: ____ / ____ / ____ Time: ____ am / pm

Application Approved: YES / NO (please circle)

The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the above Application.

If Application Declined: Why? Reason for decline: _____

Agent Signed _____

Date: ____ / ____ / ____

EMPLOYMENT CONFIRMATION REQUEST URGENT

SENT TO:

Company Name

Attention

Fax Number or Email

Our Agency has received an Application for Tenancy of a rental Property. The Applicant has provided your details as the current Employer and has authorised us to collect information about the status of employment from you / the Company. The purpose of collecting this information is to verify the details provided by the Applicant.

Please complete the details below and return this form to our Agency TODAY, as time is critical to both the Applicant and Lessor to finalise the processing of the tenancy application.

FAX 07 3384 3333 or EMAIL rentals@remax-legacy.com.au

Employee Name

Confirm Company Name as the Employer:

Name of Person Confirming Details:

Position of Person Confirming Details:

Contact Details of Person Confirming Details:

Is Applicant currently an employee?

What is their employment status?

☐ Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Other

How long has the Applicant been employed?

Years

Months

Contract Term:

Income Amount

\$

per week.

\$

per annum

Other relevant comments

Privacy Consent: I acknowledge that I have read the Privacy Disclosure Statement and Collection Notice of RE/MAX Legacy as provided in the tenancy application. I authorise RE/MAX Legacy to collect information about me from my employers as stated on my Tenancy Application.

Applicant Name: _____ **Applicant Signature:** _____

Thank you for your assistance.
RE/MAX Legacy – Redcliffe

Property Management

RENTAL REFERENCE REQUEST URGENT

SENT TO:

Agency/Lessor Name

Fax Number

Our Agency has received an Application for Tenancy of a rental Property. The Applicant has provided your details as the current or previous Lessor or Lessor/s Agent, and has authorized us to collect information about the Tenancy from you / the Agency.

Please complete the details below and return this form to our Agency TODAY, as time is critical to both the Applicant and Lessor to finalise the processing of the tenancy application.

FAX 07 3384 3333 or EMAIL rentals@remax-legacy.com.au

PLEASE ATTACH COPY OF LEDGER

Tenant Name

Property Rented

Period of Time Rented Through Agent

FROM

TO

Rent Amount Paid Per Week

\$

Per Week / Calendar Month

Was the Tenant listed as a lessee?

☐ No☐ Yes

Did you / your Agency terminate the tenancy?

☐ No☐ Yes

During the tenancy, was the Tenant ever in arrears?

☐ No☐ Yes

Did the Tenant receive any Notice to Remedy's?

☐ No☐ Yes

If Yes – Number of NTR's:

Reason/s:

Were periodic inspections conducted during the tenancy?

☐ No☐ Yes

Was any damage noted during the inspections?

☐ No☐ Yes

Were pets kept on the premises without permission?

☐ No☐ Yes

Did the tenant leave the property clean and tidy?

☐ No☐ Yes

Was the Bond refunded in full?

☐ No☐ Yes

If no, Reason/s Bond was not refunded in full:

Would you / your Agency rent to this person again?

☐ No☐ Yes

Other relevant comments

Privacy Consent: I acknowledge that I have read the Privacy Disclosure Statement and Collection Notice of RE/MAX Legacy as provided in the tenancy application. I authorise RE/MAX Legacy to collect information about me from my employers as stated on my Tenancy Application.

Applicant Name: _____ **Applicant Signature:** _____

Thank you for your assistance.
RE/MAX Legacy – Redcliffe

Property Management



MAKES MOVING EASY

Your **FREE** No Obligation Connection Service



15 Anzac Avenue, Redcliffe QLD 4020

Phone: (07) 3384 3384

Fax: (07) 3384 3333

Email: rentals@remax-legacy.com.au

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Gas	Phone	Internet	Pay TV
Insurance	Removalist	Truck or Van Hire	Cleaners	

☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

Name of Applicant

Address For Connection

Suburb

Postcode

Contact Phone Number

Date of Birth

CONNECTION DATE



This is a FREE service that connects all your utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

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

Signature

Date