



1/4 Charlotte Street  
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**RENTAL APPLICATION COVER SHEET**

*Please Select 1) or 2) below by crossing out one choice*

- 1) I have externally inspected the following properties and wish to submit an application for rental subject to internal inspection.
- 2) I am unable to view the properties and wish to submit an application for rental for a minimum term of 6 months without prior inspection.

In order of preference:

Property 1: .....

Property 2: .....

Property 3: .....

The maximum amount of weekly rent that I am willing and able to pay is \$.....

I am able to pay an amount of 6 times the above rent prior to receiving keys to the property (4 weeks as bond and 2 weeks as rent).

Have you applied for a Bond Loan?            Yes        No

If so, then remember Bond Loans take some time so please check with the Department of Housing, phone number is 1300 650 282.

Name of Applicant 1: ..... Signature: .....

Date: .....

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

**ITEM 1: AGENT DETAILS**

AGENCY NAME:

Kerkev Pty Ltd T/A RE/MAX COUNTRY

ADDRESS: 1/4 CHARLOTTE STREET

SUBURB: CROWS NEST

STATE: QLD POSTCODE: 4355

PHONE:

MOBILE:

FAX:

EMAIL:

07 4698 2561

countryrentals@remax.com.au

**ITEM 2: PROPERTY DETAILS**

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent:

\$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

Fixed term agreement

Periodic agreement

Starting on:

Ending on:

## PART 2: APPLICANT DETAILS

**ITEM 3: CONTACT DETAILS**

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?

 Yes

 No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number:

State:

Number of vehicles:

Registration number(s):

**ITEM 4: DEPENDANTS**

Do you have any dependants?

 Yes

 No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

**ITEM 5: SMOKING**

Are you or any of the dependants living with you a smoker?

 Yes

 No

**ITEM 6: PETS**

Do you intend to keep pets at the property?

 Yes

 No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

 Yes

 No

If Yes, please state which council:

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  
 Rent  Owner  Other: → \_\_\_\_\_

CURRENT AGENT/LESSOR (if renting): \_\_\_\_\_

AGENT/LESSOR PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

PREVIOUS RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  
 Rent  Owner  Other: → \_\_\_\_\_

PREVIOUS AGENT/LESSOR: \_\_\_\_\_

AGENT/LESSOR PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PREVIOUS RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

ITEM 8: EMPLOYMENT DETAILS

Are you employed?  Yes  No (if no, please provide details of previous employer, if any)

Employment status:  Full time  Part time  Casual  Contract  Self employed

OCCUPATION: \_\_\_\_\_ NET INCOME (per week) \$ \_\_\_\_\_

DATE COMMENCED EMPLOYMENT (approx.) \_\_\_\_\_ DATE TERMINATED EMPLOYMENT (if any): \_\_\_\_\_

EMPLOYER/BUSINESS NAME: \_\_\_\_\_

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

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF SELF EMPLOYED, ACCOUNTANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments?  Yes  No

DESCRIPTION OF PAYMENT(S): \_\_\_\_\_

TOTAL INCOME (PER WEEK): \$ \_\_\_\_\_ DATE PAYMENTS COMMENCED: \_\_\_\_\_

ITEM 10: STUDENT DETAILS

Are you studying full time?  Yes  No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: \_\_\_\_\_ STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

Are you an overseas student?  Yes  No If yes, Visa expiry date: \_\_\_\_\_

INITIALS

**ITEM 11: PERSONAL REFERENCES**

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REFEREE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

**ITEM 12: PERSONAL REPRESENTATIVE**

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REPRESENTATIVE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

**PART 3: SUPPORTING DOCUMENTS**

**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

**IMPORTANT: At least one form of Photo Identification MUST be provided.**

**70 Points**

Passport

Full birth certificate

Citizenship certificate

**40 Points**

Australian Driver's Licence

Student Photo ID

Department of Veterans Affairs card

Centrelink card

Proof of age card

State/Federal Government Photo ID

**25 Points**

Medicare card

Council rates notice

Motor vehicle registration

Telephone bill

Electricity bill

Gas bill

Tenancy History Ledger

Bank statement

Credit card statement

Last FOUR rent receipts

Rent bond receipt

Previous tenancy agreement

**ITEM 14: PROOF OF INCOME**

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

**Employed:** Last TWO pay slips.

**Self employed:** Bank statements, Group Certificate, Tax Return or Accountant's letter.

**Not employed:** Centrelink statement.

INITIALS

## PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor  True  False
2. Have no known reasons that would affect my ability to pay rent  True  False
3. Was refunded the rental bond for my last address in full (if applicable)  True  False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor?  True  False

If false, why are you in debt to your past Agent/Lessor?

## PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

TICA ([www.tica.com.au](http://www.tica.com.au))

## PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.  Yes  No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
  - 2.1 for such purposes, I 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
  - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.  Yes  No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why.  Yes  No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.  Yes  No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application.  Yes  No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.  Yes  No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent.  Yes  No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application.  Yes  No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*.  Yes  No
10. Declare that the above information is true & correct and that I have supplied it of my own free will.  Yes  No

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL TENANCY AGREEMENT (“Lease”)

### **List of Standard Special Conditions**

*(Conditions inserted to all Leases)*

1. The Tenant/s acknowledge and agree that upon vacating, they must have the carpets professionally cleaned and provide a receipt to the Agent at the time of vacating.
2. The Tenant/s acknowledge and agree that upon vacating, they must employ the services of a professional cleaner to conduct a "bond clean" of the Premises and provide a receipt to the Agent at the time of vacating.
3. The Tenant/s acknowledge and agree that they must not smoke inside the house and dispose of any cigarette/s appropriately.

### **List of Non-Standard Special Conditions**

*(Conditions which may or may not be inserted into a Lease)*

1. The Tenant/s acknowledge and agree that upon vacating, they must have the Property professionally treated internally and externally for fleas and provide a receipt to the Agent at the time of vacating and to make good any damage to the Property caused by the Pet/s.
2. The Tenant/s acknowledge and agree that upon vacating, they will ensure that at least one gas bottle is full.
3. The Tenant/s acknowledge and agree that upon vacating, they will ensure that the total capacity of all rainwater tanks is at 50%.
4. The Tenant/s acknowledge and agree that the Property is certified as "water efficient" and as such, are responsible to pay for all water consumption charges for the Property during their Tenancy.
5. The Tenant/s acknowledge and agree that any storage containers and/or vehicles located at the Property are placed/stored/parked appropriately and the area surrounding said containers and/or vehicles is maintained at all times.
6. The Tenant confirms where curtains and blinds in the premises are fitted with tie downs and tension devices it is the Tenant's responsibility to ensure curtain or blind cords are always kept secured. Where in compliance with consumer legislation a label is attached to a cord or chain warning of potential danger of unsecured cord or chains (Swing Tag) the tenant must ensure the Swing Tag is not removed and notify the agent if it is removed.

*Additional Special Conditions may be added to a Lease however, these will be discussed at the time of property inspection and during Lease sign up.*

Name of Applicant: ..... Signature: .....

Date: .....