

# TENANCY APPLICATION FORM

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission

I, \_\_\_\_\_ confirm that I have inspected the property at \_\_\_\_\_  
on \_\_\_\_\_ and wish to apply for the property in its current condition.

## Myhouse Realty Policies & Procedures

- Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- Applications are processed Monday to Friday only, please allow 2 business days.
- Please complete all details accurately, as incorrect details could void your application.
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA)

## Should Your Application Be Successful

- Once you agree to the relevant Tenancy Agreement terms, you will be committed to the property & are required to pay the first 2 weeks rent within 24 hours.
- Before moving into your new home, you are required to pay the bond (equivalent of 4 weeks rent) & 2 weeks rent, by either Internet Transfer or Bank Cheque.
- We do not accept bond transfers, however Qld Housing Bond Loans & Easy Bond Pay will be accepted once approved.
- Once approved, a tenancy sign up will be conducted with all tenants which takes approx. 30 minutes.

## IDENTIFICATION REQUIRED

- |   |  |
|---|--|
| <input type="checkbox"/> Proof of Income / Payslips           | <input type="checkbox"/> Photo Identification (Driver's License, 18+ Card, Passport) |
| <input type="checkbox"/> Centrelink Statement (If Applicable) | <input type="checkbox"/> Proof of Current Address                                    |
| <input type="checkbox"/> Current Bank Statement               | <input type="checkbox"/> Medicare / Pension Card                                     |

I have read, understand and agree to all of the terms above. Signed \_\_\_\_\_

**Property Details:**

Proposed Property					
Rent Per Week	\$	Lease Term:	Years	Commencing	
			Months		

**Personal Details:**

Full Name:					
Date of Birth:			Mobile:		
Email:					
Marital Status:			Are you a Smoker? Yes / No		
Have you been known by any other name? Yes / No					
Total no. of occupants to reside at premises:					
Name:		Age:	Name:		Age:
Name:		Age:	Name:		Age:
Name:		Age:	Name:		Age:

**Residency Details:** (if you currently own property, please provide a copy of your latest rates notice)

Current Address:					
Occupancy Period:		Rent Paid	\$	Current Lessor:	
Reason for leaving:					
Lessor Address:				PH:	
				E:	
Bond Refunded? Yes / No		If No, why not?			

Previous Address:					
Occupancy Period:		Rent Paid	\$	Current Lessor:	
Reason for leaving:					
Lessor Address:				PH:	
				E:	
Bond Refunded? Yes / No		If No, why not?			

**Other:**

Type & Number of Pets:					
Small / Med / Large		Inside / Outside?		Council Registered? Yes / No	
				If yes, with who?	
Car Rego No.		Make & Year		D/License No.	
Do you own a boat/caravan/trailer that will be kept at the property? Yes / No					

**Where did you find us?** (Please Circle)

For Rent Sign   Rental List   Myhouse.com.au   Realestate.com.au   Domain.com.au   Internet   Other  
 Do you own investment property locally? Y / N   Are you looking to buy in the near future? Y / N

**Myhouse Realty Toowoomba**

227b West Street, Toowoomba QLD 4350

P (07) 4635 2135 F (07) 4635 2126

[www.myhousetoowoomba.com.au](http://www.myhousetoowoomba.com.au) / [rentals@myhousetoowoomba.com.au](mailto:rentals@myhousetoowoomba.com.au)

**Current Employment:**

Employer:	Occupation:
Employers Phone No:	Length of Employment:
Net Weekly Income:	Full Time / Part Time / Casual

**Government Benefits:**

<input type="checkbox"/> Student (Name of Learning Institution)	
<input type="checkbox"/> Income Source	Fortnightly Payment \$
<input type="checkbox"/> Unemployment Benefit	Fortnightly Payment \$
<input type="checkbox"/> Pension – Type	Fortnightly Payment \$
<input type="checkbox"/> Maintenance Payments Received	
<input type="checkbox"/> Centrelink – Type of Payment	Fortnightly Payment \$

**References:** *(Please use 2 Personal, 1 Business Reference. No Relatives)*

Name:		Phone:
Relationship:		
Name:		Phone:
Relationship:		
Name:		Phone:
Relationship:		

**Next of Kin :**

Name:		Phone:
Relationship:		

**Please Confirm (Circle)**

Has a Landlord or agent ever evicted you? <b>Yes / No</b>
Has any Landlord or agent refused you a property? <b>Yes / No</b>
Are you in debt to another Landlord/ Agent? I.e. Listed on TICA, NTD or Barclays? <b>Yes / No</b>
Is there any reason known to you that would affect your ability to pay the rent? <b>Yes / No</b>
Were any deductions made from your Rental Bond at your last address? <b>Yes / No</b>

## **PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

Personal information is collected from Tenants or potential Tenants in the course of a Tenancy Application and any subsequent Tenancy as is necessary for myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba to verify the potential Tenant's identity, to process and evaluate the Application and to manage the Tenancy.

I/we acknowledge and understand that should my/our Tenancy Application be unsuccessful that it is policy of myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba that all Tenancy Applications and other supporting documents shall be shredded within 3 working days. Personal information collected in the Application and during the course of the Tenancy, including through property inspection reports, may be disclosed to other parties including to the Landlord, employment and personal referees, as well as to tradespeople, owners' corporations, government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases and to third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba. If the Tenant fails to comply with their obligations under the Tenancy Agreement, that fact may also be disclosed to the Landlord, other agents and operators of tenancy reference databases. If this information is not provided, myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba may not be able to process the Application and manage the Tenancy.

I/we the said Applicant/s declare that I/we give my/our permission to myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba to collect my/our information and pass such information on to NTD – National Tenancy Database. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our Application for Tenancy. I/we further give consent to myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba to contact any of my/our referees provided by me/us in my/our Application for Tenancy. I/we agree and understand that once an Application for Tenancy has been lodged with myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba and an inquiry made with a tenancy database my/our information file in that tenancy database may record the making of an inquiry.

I/we agree that in the event of a default occurring under a Tenancy Agreement I/we give my/our permission to myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a tenancy database is subject to the conditions of the Database Company.

I/we understand that NTD – National Tenancy Database is a database company that allows its Members access to information accumulated from Members about Tenants who have breached their Tenancy Agreements.

I/we agree and understand that should I/we fail to provide myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba with the information and acknowledgements required by myhouse Toowoomba Pty Ltd t/as myhouse Realty Toowoomba it may elect not to proceed with my/our Tenancy Application. I/we agree and understand that a listing with NTD – National Tenancy Database or any other Tenancy Database could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that NTD – National Tenancy Database can be contacted on 1300 563 826.

I have read, understand and agree to all of the terms above. Signed \_\_\_\_\_

**Myhouse Realty Toowoomba**

227b West Street, Toowoomba QLD 4350

P (07) 4635 2135 F (07) 4635 2126

[www.myhousetoowoomba.com.au](http://www.myhousetoowoomba.com.au) / [rentals@myhousetoowoomba.com.au](mailto:rentals@myhousetoowoomba.com.au)

**myhouse**  
REALTY TOOWOOMBA

*"Selling your house like it's our house..."*

**Do you want two weeks free  
rent?**

***Know of anyone selling?***

**Let *myhouse* know!**

**If we list and successfully sell  
their property, you get 2 weeks  
rent paid on us!**

***(07) 4635 2135***