



Specialised Properties Pty Ltd

RESIDENTIAL TENANCY APPLICATION

NOTE: Please return all forms and necessary documents to admin@ellisonproperties.com.au or PO Box 4788, LOGANHOLME QLD 4129

Before filling out this form, please consider the following:

Each person who will be residing at the property who is over 18 years of age will need to complete an application each.

This application cannot be processed until it is fully completed including originals of all supporting documents as required for 100 Points Identification Check.

We will contact you as quickly as possible regardless of the outcome of your application.

DOCUMENTS TO BE SUBMITTED	POINT VALUE
Passport OR Birth Certificate (<i>do not supply both</i>)	50
Drivers Licence, Proof of Age Card, Other Photo ID from Government <i>e.g. Pension Card, Student Card</i>	40
2 Recent Rent Receipts, 2 Recent Pay Advices, Tenancy Ledger	25
<i>Documents on which your name and current address appear (at least one MUST be provided)</i> Car registration certificate, rates notice, electricity bill, bank/credit card statement, telephone bill, gas bill	25
Total points achieved and attached (you are required to have a minimum of 100 points)	
PLEASE NOTE: If you are currently receiving Centrelink payments or if you are self-employed, you must provide evidence of payments e.g. bank statement, accountant's contact details, Centrelink payment advice.	

PROPERTY ADDRESS OF APPLICATION:

STREET/UNIT NO:

STREET

SUBURB

I/WE ARE APPLYING FOR:

Period of

month's, at rental of \$

per week,

commencing on

APPLICANT DETAILS:

Full Name:

Date of Birth:

Place of Birth:

D/Licence No:

Expiry:

Passport No:

Expiry:

Home Ph:

Work Ph:

Mobile Ph:

E-mail:

Australian Citizen?

Yes

No

DEPENDENTS:

Name:

Relation:

DOB:

Name:

Relation:

DOB:

Name:

Relation:

DOB:

Name:

Relation:

DOB:

CURRENT ADDRESS & DETAILS:

STREET/UNIT NO:

STREET:

SUBURB

POST CODE:

STATE:

Please select the relevant status:

Rented

Owned

Other

Current Rent per week:

Period of Occupancy:

Years

Months

Reason for leaving:

Current Agent/
Landlord:

Business Ph:

Mobile Ph:

Do you expect the Bond to be returned in full?

YES

NO

If NO, why?

PREVIOUS ADDRESS & DETAILS

STREET/UNIT NO:

STREET:

SUBURB

POST CODE:

STATE:

Please select the relevant status:

Rented

Owned

Other

Current Rent per week:

Period of Occupancy:

Years

Months

Reason for leaving:

Current Agent/
Landlord:

Business Ph:

Mobile Ph:

CURRENT EMPLOYMENT:

Occupation:

Business Name:

Payroll Manager:

Contact Ph:

PLEASE NOTE:

If you are self-employed you must provide a copy of ABN, Current Bank Statement and Accountant's contact details.
If you are unemployed, please provide copies of Centrelink statement or Bank statement.

PERSONAL & BUSINESS REFERENCES: *Please provide at least 2 UNRELATED references*

Name:

Relationship:

Phone:

Occupation:

Name:

Relationship:

Phone:

Occupation:

NEXT OF KIN *(Not living with you and MUST live in Australia)*

Name:

Relationship:

Home Ph:

Mobile Ph:

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 last bond:

4. Have no outstanding debt to any other agent/lessor

TRUE FALSE

If false, please advise why you are in debt to this agent/lessor:

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 names in this application to undertake such enquiries and searches (including tenancy database searches) as you consider necessary

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 the commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details on to 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 been made aware of the agency's Privacy Policy

YES NO

8. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon the communication of either the lessor or agent's acceptance of the application

YES NO

9. Declare that the above information is true and correct and that I have supplied it of my own free will

YES NO

APPLICANT NAME:

SIGN:

DATE:



PET APPLICATION & AGREEMENT

PROPERTY ADDRESS:

STREET/UNIT NO:

STREET:

SUBURB

POST CODE:

If more than 2 pets, please complete a second application.

PET 1

Breed:

Name:

Age:

Colour:

Desexed?

YES

NO

Council
Registration No:

PET 1

Breed:

Name:

Age:

Colour:

Desexed?

YES

NO

Council
Registration No:

ACKNOWLEDGEMENT:

The tenant/s acknowledge and agrees to the following terms:

1. The lessor has agreed to permit pet/s are the premises as specified in the General Tenancy Agreement (GTA) and this Pet Agreement.
2. Any pet other than the approved pet/s specified in the GTA and this Pet Agreement must first be requested by tenant/s in writing 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 cause by the pet/s on the property, whether they are the tenant's pet/s or their guest's pet/s and regardless of their approval status.
4. The tenant/s accept full responsibility and indemnifies the lessor for any claims by or injuries to third parties or their property caused by or as a result of actions by their pet/s or their guest's pet/s and regardless of their approval status.
5. The tenant/s agrees to arrange for flea and tick fumigation at the end of the tenancy or at a time during the tenancy when requested by the lessor/lessor's agent to be carried out by a company complying with Australian standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the GTA or this Pet Agreement.

EMERGENCY VETERINARIAN:

Name: _____

Phone: _____

NOTE: By signing below you are only seeking approval of the above mentioned pet/s to be accepted at the property for which you are applying. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the second part of this agreement.

TENANT/S ACKNOWLEDGEMENT & AGREEMENT

Sign: _____

Date: _____

Sign: _____

Date: _____

The above mentioned pet/s have been approved by the Lessor of the property stated at the top of this agreement. This agreement now forms a part of the GTA and the tenant/s are now bound by the acknowledgement set out in the application above.

Sign: _____

Date: _____

Sign: _____

Date: _____