

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

### ITEM 1: AGENT DETAILS

AGENCY NAME:

Babinda Real Estate

ADDRESS: 62 Munro Street

SUBURB: BABINDA

STATE: QLD POSTCODE: 4861

PHONE:

(07)40671680

MOBILE:

0428154472

FAX:

(07)40671645

EMAIL:

babindarealestate@gmail.com

### 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                               | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. | Have no known reasons that would affect my ability to pay rent           | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. | Was refunded the rental bond for my last address in full (if applicable) | <input type="checkbox"/> True | <input type="checkbox"/> False |

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

- |    |   |                               |                                |
|----|---|-------------------------------|--------------------------------|
| 4. | Have no outstanding debt to another Agent/Lessor? | <input type="checkbox"/> True | <input type="checkbox"/> 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:

## 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.  | Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why.  | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7.  | Acknowledge that I have signed the agency's Privacy Notice and Consent.  | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9.  | Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the <i>Electronic Transactions (Queensland) Act 2001 (Qld)</i> and the <i>Electronic Transactions Act 1999 (Cth)</i> .   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. | Declare that the above information is true & correct and that I have supplied it of my own free will.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

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

INITIALS



## **BABINDA REAL ESTATE** **PRIVACY NOTICE AND CONSENT**

The personal information, the prospective lessee/tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant in this application and during the course of the tenancy, if the application is successful, 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 reference databases. Information already held on tenancy reference data bases may also be disclosed to the Agent and/or Lessor.

If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that Agreement, that fact and other personal information collected about the applicant during the course of the tenancy may be disclosed to the Lessor, other agents and third-party operators of Tenancy references databases.

If the applicant would like access to the personal information that the agents hold they can do so by contacting the Babinda Real Estate office at 62 Munro Street Babinda, via phone 40671680, fax 40671645 or email [babindarealestate@gmail.com](mailto:babindarealestate@gmail.com)

The applicant can also correct this information if it is not accurate, out of date or incomplete. If the information is not provided, Babinda Real Estate may not be able to process the application and or manage the tenancy.

### **PRIVACY CONSENT**

I/We the applicants acknowledge that I/We have read the above Collection Notice.

I/We authorise Babinda Real Estate to collect about me/us from:

1. My/our previous agents and/or Landlords
2. My/our current and previous employers
3. My/Our personal referees
4. Any Tenancy default database (Including TICA) which may contain personal information about me/us. I/We also authorise Babinda Real Estate to disclose details about any default by me/us under the tenancy to which this application relates to any default database to which it subscribes including TICA.

I/We authorise Babinda Real Estate to disclose personal information it collects about me/us to the owner of the property, even if the owner is a resident outside Australia.

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

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Name of 2<sup>nd</sup> Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_