

# TENANCY APPLICATION



Cnr Stanley St & Ipswich Rd, Woolloongabba  
PO Box 170, Annerley Qld 4103  
Phone 3456 1400  
Fax 3393 1037  
rentals@avenueproperty.com.au

When applying for a property, ALL OCCUPANTS must complete an application form. Applications will not be processed until all applications have been received along with photocopied supporting documents attached. We will submit your application to the owner within 24 and have a final decision to you within 48 hours.

## Names of Each Applicant Applying for the Property

Who will reside at this Property? (Please supply full names and ages of all people )

1]	Age:	4]	Age:
2]	Age:	5]	Age:
3]	Age:	6]	Age:

## Address of Property You Wish to Rent

Property Address:

Move In Date	Rent / Week \$
Lease Term	Bond \$ (4 weeks rent)

## Personal Details

Full Name:		Date of Birth
☎ Mobile	☎ Home	Email
Driver's Licence No.		Passport No.
Motor vehicle will be kept at premise? <b>Yes/No</b> (please circle)		Rego Model

Current Address:

How long have you lived at your current address	Year	Months	Owned	Rented	(please circle)
Rent Paid \$	Reason for moving				
Name of landlord or agent:					
☎ Phone	☎ Fax				

Previous Address:

(if you live current address less than 2 years)

How long have you lived at your current address	Year	Months	Owned	Rented	(please circle)
Rent Paid \$	Reason for moving				
Name of landlord or agent:					
☎ Phone	☎ Fax				

Employer's Name:

Your Position	Length of employment
Net income/week	Full Time / Part Time / Casual / Contract (please circle)
Contact Name	☎ Phone

Personal Reference (NOT RELATED):

Relationship

Address	
☎ Phone	☎ Home

Emergency Contact:

Relationship

Address	
☎ Phone	Occupation

Pets Yes / No (please circle)

Type

Breed

Council Reg No

### Supporting Documents

<b>Photo Identification</b>	<input type="checkbox"/> Passport <input type="checkbox"/> Driver License <input type="checkbox"/> Company Staff ID
<b>Rental or Ownership History</b>	<input type="checkbox"/> Tenant Ledger <input type="checkbox"/> Rent Receipts <input type="checkbox"/> Rental Reference <input type="checkbox"/> Rates Notice
<b>Proof of Current Address</b>	<input type="checkbox"/> Electricity Account <input type="checkbox"/> Phone Account <input type="checkbox"/> Vehical Registration
<b>Proof of Income</b>	<input type="checkbox"/> Recent 2 Payslips <input type="checkbox"/> Bank Statement <input type="checkbox"/> Company Contract <input type="checkbox"/> Centrelink Statement

### Conditions for Application

(initial below)

You will be required to immediately pay a deposit of 2 weeks rent to secure the property after your application has been approved	
We require 2 weeks rent and 4 weeks bond prior to taking possession of the property	
Our office does not accept bond transfers	
All parties to the lease must attend a 30 minute sign up appointment	
We are unable to hand over keys until tenancy documents are signed, all money is paid and the lease has started	
If your application is approved and you fail to sign lease etc your holding deposit will be forfeited	

### Declaration

During my inspection of the Property on \_\_\_/\_\_\_/\_\_\_ I accept the property as inspected. I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

Applicant's Full Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Free Utility Connection Service

Yes, please call me to arrange the following services **FREE** of charge (normal connection fees apply)

**Direct Connect**  
*make a connection*

- |                                      |                                    |  |                                       |
|--------------------------------------|------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas       | <input type="checkbox"/> Telephone         | <input type="checkbox"/> Internet     |
| <input type="checkbox"/> Pay TV      | <input type="checkbox"/> Insurance | <input type="checkbox"/> Change of Address | <input type="checkbox"/> Moving Quote |

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### OFFICE USE ONLY

#### Office Notes

- 100 point proof of identification checked
- TICA database checked & printed
- Employer references checked
- Existing agent / landlord checked
- Previous agent/landlord checked
- Credit references checked (ie: bank / BAS statement)
- Personal references checked
- Application run by Property Manager
- Property Manager checked with landlord
- Approved / Declined Date** \_\_\_ / \_\_\_ / \_\_\_
- Prospective tenant notified, details of monies to be paid
- Commencement date confirmed
- Two weeks rent & bond paid to secure property for tenant
- Removed from the web, rental list & whiteboard

# REQUEST FOR RENTAL REFERENCE



Shop 1/803 Stanley St, Woolloongabba  
 PO Box 170, Annerley Qld 4103  
 Phone 3456 1400  
 Fax 3393 1037

## PRIVACY DISCLOSURE STATEMENT OF AVENUE PROPERTY

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites [www.tica.com.au](http://www.tica.com.au) and [www.ntd.net.au](http://www.ntd.net.au). Your consent to us collecting this information is set out below, in the Privacy Consent section.

## PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of **AVENUE PROPERTY**. I authorise **AVENUE PROPERTY** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise **AVENUE PROPERTY** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD.

I authorise **AVENUE PROPERTY** 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 offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

**I agree to be contacted by contacted by electronic and or/SMS methods.**

Applicant's Full Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

<b>Agency Name:</b>	<b>Fax:</b>	<b>Date:</b>
<b>Tenant's Name:</b>		
<b>Property Rented:</b>		
Were the Applicant's the actual lessee at the provided address?	YES	NO
Did your office terminate the tenancy? If <b>YES</b> , why? _____	YES	NO
During the tenancy was the applicant ever in arrears?	YES	NO
During the tenancy did the applicant receive arrears notices? If <b>YES</b> , how many? _____	YES	NO
Was a Notice to Remedy Breach ever issued? If <b>YES</b> , why and how many? _____	YES	NO
Were periodic inspections carried out?	YES	NO
Were there any problems with inspections? If <b>YES</b> , please give details: _____	YES	NO
Did the tenants regular maintain garden and lawns?	YES	NO
Was peace & quiet enjoyed by neighbours of surrounding homes?	YES	NO
Was there cause to report any defaults to TICA or NTD? If <b>YES</b> , why? _____	YES	NO
Were there any deductions from the bond? If <b>YES</b> , details: _____	YES	NO
Were pets kept on the premises?	YES	NO
Were pets kept on the premises without permission?	YES	NO
Would you rent to the tenant/s again? If <b>NO</b> , why? _____	YES	NO
Additional Comments:		

PLEASE RETURN THIS FORM WITH A COPY OF THE TENANT LEDGER BY FAX TO 07 3393 1037 OR EMAIL [rentals@avenueproperty.com.au](mailto:rentals@avenueproperty.com.au)

Thank you for your assistance.

Avenue Property, Property Management

# REQUEST FOR EMPLOYMENT REFERENCE



Shop 1/803 Stanley St, Woolloongabba  
 PO Box 170, Annerley Qld 4103  
 Phone 3456 1400  
 Fax 3393 1037

Company Name		
Attention		
Phone	Fax	Email
To (employer) _____		
I, _____ hereby authorise you to confirm my employment details to assist with my rental application to Avenue Property.		
Applicant's Signature _____		Date _____

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Employer Use Only	
Position Held?	
Length of Employment?	
Type of employment - Full Time / Part Time / Casual	(please circle)
Net amount of earnings per week / fortnight / month	\$
Do you believe this person to be a stable employee?	Yes / NO (please circle)
Any other comments?	

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Thank you for your assistance.

Avenue Property, Property Management

1. **CARPET CLEANING** - Tenant/s agree to keep the carpets clean and tidy during the tenancy, by spot clean or professional cleaning and any un-removable stains to be reported to Avenue Property. The tenant/s agree that the carpets are to be professionally steam cleaned by a suitably qualified tradesperson once every 12 months and prior to vacating. Receipts must be provided to Avenue Property.
2. **BOND CLEAN** - Tenant/s agree upon vacating a Professional Bond Clean and Deodorizing is to be carried out. Receipts must be provided to Avenue Property.
3. **FULLY FURNISHED PROPERTY** - Upon vacating, tenant/s agrees to have sofa's and mattresses professionally cleaned. Mattress protectors must be used at all times on beds provided. If the mattress is stained or damaged at any time, the tenant agrees to have the mattress replaced at their own expense. Should blankets & bedspreads be supplied, the tenant agrees to have these professionally dry-cleaned at the end of the tenancy. Receipts must be provided to Avenue Property.
4. **EARLY TERMINATION OF TENANCY** - Should the tenant/s enter a 'Break Lease' situation, the tenant/s are required to pay rent on the property until such time as an approved tenant is found to take over or the current lease expires (whichever comes first). In addition, the tenant/s are required to pay a 'Break Lease Fee' which is equal to one week's rent + GST along with advertising costs associated with re-letting which is equal to \$90 + GST.
5. **LAWNS AND GARDENS** - Tenant/s agree to maintain lawns/gardens in the same condition and to remove all cuttings/lawns clippings from the premises. Failure to maintain the garden in a neat and tidy condition will result in a professional lawn maintenance company attending the property. Any costs incurred will be the responsibility of the tenant/s.
6. **SMOKING** - Tenant/s agree and acknowledge that smoking is not permitted in the property at any time. Tenant/s and their guests may smoke outside provided that ash trays are used and butts are disposed of correctly. No cigarette butts are to be flicked onto driveways, courtyards, lawns or gardens and all butts are to be removed from the property once vacated.
7. **POLISHED FLOORBOARDS** - The tenant/s agree and acknowledge that if the property has polished timber floorboards that they agree to place felt feet or protection underneath all furniture to stop the floorboards from being scratched and damaged. In the event that the floors are damaged during the tenancy, the tenant/s agree and acknowledge that they will be responsible for the cost of repolishing the floors at the end of the tenancy.
8. **GENERAL MAINTENANCE** –
  - a) Tenants agree that all maintenance must be submitted to the agent in writing as soon as possible. This can be done via email, fax, post or by submitting a maintenance request form (available on the office website) to our office. If it is found there is no fault with an appliance, amenity etc and the call has been occasioned by the tenant's inexperience, the tenant shall be responsible for service costs.
  - b) The cost of drain cleaning due to foreign objects being flushed down toilets or otherwise introduced to the sewer line will be borne by the tenant/s.
  - c) Tenant/s agree they are responsible for replacement light globes and smoke alarm batteries during the tenancy. All must be working at the end of the tenancy and light fittings to be cleaned and replaced upon vacating.
  - d) Tenant/s agree to ensure internal pot plants have a dish underneath and are raised off the carpet to avoid water damage or possible staining. Refer to the Body Corporate By-Laws regarding plants on balconies.
  - e) Tenant/s agree that the curtains should be washed prior to the end of the tenancy agreement. Should curtains have been dry-cleaned upon moving into the property, they are to be professionally dry-cleaned upon vacating the property. Receipts must be provided to Avenue Property.
  - f) Tenant/s acknowledge and agree that if the unit does not have an existing phone line, it is not the owners responsibility to pay for/contribute to having such line installed. The full cost is to be covered by the tenant unless otherwise specified.
  - g) Tenant/s must agree to lease the property in the condition of the initial inspection, without alterations and will not install ADDITIONAL cable TV, phone lines, air-conditioning or perform any other modification to the property without first receiving written consent from the agent.
9. **ROUTINE INSPECTIONS** – The tenant/s acknowledge and agree photos will be taken on routine inspections of how the property is being maintained and presented and will be provided to the owner for their reference.
10. **CONTENTS INSURANCE** - It is the tenant/s responsibility to organise their own personal contents insurance for belongings. Tenants acknowledge and agree that no responsibility will be taken by the landlord or Avenue Property if the tenant does not have contents insurance or personal insurance cover.



## Additional Terms to Standard Terms & Conditions of Lease Agreement

11. **PETS** - Tenant/s agree that animals and pets are not to be kept on the premises without prior written approval from the agent. Should a pet be approved, it is to be kept outside at all times. Upon vacating the premises the tenant/s agree to have the premises fumigated for fleas by a professional pest extermination company. Receipts must be provided to Avenue Property.
12. **PICTURE HOOKS, NAILS, STICKY TAPE & BLU-TAC** - Tenant/s agree that no nails, screws, hooks, tacks, blu-tak or adhesive tape are to be used to affix items to walls, wardrobes, ceilings or doors without written permission from the agent. Should such items be affixed to walls and damage occurs, the tenant is responsible for the cost of repairs and possibly repainting of an entire wall.
13. **KEYS** – Tenant/s agree that if they are locked out of the property during business hours (Mon – Fri 8:30am – 5:00pm), you can collect our office set of keys upon presentation of photo identity (Please note we are not able to give keys to anyone who is not on the lease or listed as an approved occupant). Tenant/s agree that if they are locked out of the property during non business hours (Mon – Fri after 5pm, Sat & Sun), tenants will need to contact a locksmith for access at their own expense. Should the locksmith need to replace the locks, a new set of keys will need to be provided to Avenue Property within 48 hrs. Tenant/s also agree not to give any security keys or swipe cards to any person not listed on the Tenancy Agreement. It is the responsibility of the tenant to pay for any damaged or lost security keys or swipe cards either during or at the end of the tenancy. If the tenant loses the security key to the door of the unit, the tenant agrees to pay for a barrel replacement and additional keys.
14. **SMOKE ALARMS** – For your safety, it is the tenant/s responsibility to report to Avenue Property any faults with the smoke alarms within the property. It is the tenant/s responsibility throughout the tenancy for replacing batteries in smoke alarms if needed. If the fault is deemed to be at fault by the tenant/s or misuse or removing alarms, the tenant/s will be responsible for the cost of repairs/new smoke alarms.
15. **UNAPPROVED OCCUPANTS** - Tenant/s acknowledge and agree that no unapproved occupants are to reside on the premises at anytime. No boarders or subletting permitted. All changes to occupants must be submitted in writing to the office.
16. **CHANGE IN TENANTS** – Should there be a change of tenant/s during a tenancy, the vacating or current lease holder will be responsible to pay a 'change in tenancy fee' of \$60 + GST each time there is an amendment. All new tenants are to submit fully completed application forms to the Agent which will be processed and submitted to the Lessor for further consideration. Once the application form/s have been approved, the fee is payable to the Agent prior to the new tenant taking possession of the property.
17. **FALSE ALARM CALL OUT FEE** - Tenant/s acknowledge they are responsible for payment of false alarm call out fee from Queensland Fire & Rescue Department.

***The tenant/s hereby acknowledge and agree to all of the above terms and conditions of tenancy.***

**Tenant 1:** \_\_\_\_\_ **Tenant 2:** \_\_\_\_\_

**Tenant 3:** \_\_\_\_\_ **Tenant 4:** \_\_\_\_\_

**Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_