



## Advantage Rentals

128 Bay Terrace, WYNNUM QLD 4178

Ph: 3348 0000 Fax: 3348 5110

Email: [rentalswynnum@remaxwm.com.au](mailto:rentalswynnum@remaxwm.com.au)

**ADDRESS OF PROPERTY APPLIED FOR:** \_\_\_\_\_

**YOU ARE REQUIRED TO SUBMIT PHOTOCOPIES** OF SUPPORTING DOCUMENTS WITH YOUR APPLICATION – THE APPLICATION WILL NOT BE PROCESSED OR APPROVED IF THE SUFFICIENT IDENTIFICATION FOR YOUR APPLICATION CANNOT BE GIVEN – THIS MUST ALSO INCLUDE PROOF OF INCOME IN A FORM OF PAYSリップ, TAX RETURN LETTER FROM YOUR EMPLOYER, ACCOUNTANTS LETTER (IF SELF EMPLOYED) OR CENTRELINK STATEMENT

### **IDENTIFICATION CHECK PER APPLICANT**

✓

- Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter).
- Written References (Personal, Rental and Employment)

### **Office Hours**

Our office is open Monday to Friday 8:30am - 5:00pm and Saturday 9:00am - 12:00 pm only.

### **Processing an Application**

In most instances, we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

### **Approval of Application**

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.

**Payment of 2 weeks rent and rental payments - WE ONLY ACCEPT PAYMENT OF RENT FROM BANK ACCOUNTS OR BY CREDIT / DEBIT CARD using RENTAL REWARDS, MONEY ORDER OR BANK CHEQUE. WE DO NOT ACCEPT CASH OR PERSONAL/BUSINESS CHEQUES.**

Once the application has been approved, **you will be required to pay two weeks rent within 24 hours to secure the property, this will be receipted towards payment of bond** (you will be required to pay 4 weeks rent as bond in total together with 2 weeks rent prior to collecting keys and taking possession of the premises). Please note that this must be paid in cleared funds (credit card, direct debit, bank transfer, money order or bank cheque). The property will not be secured for you until this money has been received and all parties have signed the tenancy related documents.

**Choose Set & Forget or receive Rent Reminders via SMS or Email & pay via SMS, Email, Phone or Internet.** To pay ongoing rent from your Bank Account or by Credit / Debit Card, simply complete the attached Rental Rewards Registration form. Register and pay rent using a Credit Card to receive FREE rent protection. Conditions apply, see the Rental Rewards brochure or visit [www.rentalrewards.com.au](http://www.rentalrewards.com.au) for further information.

We accept       with  **RentalRewards.com.au**  
Powered by **PropertyPay**



## Advantage Real Estate

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Email: [rentalswynnum@remaxwm.com.au](mailto:rentalswynnum@remaxwm.com.au)

### **Collection and Return of Keys**

You will need to collect the keys, finalise payment of monies and sign all documents during our office hours between **Monday to Friday 8:30am – 5:00pm ONLY**. **Please phone prior to the date of collection to arrange an appointment. KEYS CAN ONLY BE COLLECTED ON OR AFTER THE STARTING DATE OF YOUR LEASE, NO EARLIER.**

### **Payment of Rent and Bond**

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks rent as bond (**The first two weeks paid to secure the property will be receipted towards bond**). If your weekly rent is more than \$500 per week, the bond requirement may vary. All monies must be paid in cleared funds. We accept 3 forms of payment methods. (1) Credit Card payments via Rental Rewards. (2) Direct Debit. (3) Bank Cheque or Money Order. This will be discussed with you when signing your Tenancy Agreement.

### **Bond Lodgement**

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

### **Signing of the Tenancy Agreement**

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full. Please phone to make an appointment within 24 hours of the application being approved.

### **Electricity Connections/Telephone Connections**

It is the tenant responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs are the responsibility of the tenant or the Property Manager can arrange this via Direct Connect – Ask your Property Manager for more information.

### **Condition Reports / Inventory**

When you move into the property, be very particular with the Condition Report and Inventory to make sure you mark down anything not already outlined on the reports. If you do not mark it down, you will be liable for discrepancies when you vacate. **You must return the Condition Report and Inventory to our office within three days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

### **Contact Phone Number**

It is the tenant's responsibility to notify our office of their new home phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your work telephone number change, we must also be notified.

### **Tenant Default Agency**

Our office is a member of The TICA group, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent / tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.



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**APPLICATION FOR RESIDENTIAL TENANCY - The 5 pages of this application must be completed in full & signed or your application will not be processed**

**RENTAL PROPERTY ADDRESS:** \_\_\_\_\_

**FIRST APPLICANT DETAILS**

Name	D.O.B.		/	/
Contact No. Home	Work	Mobile		
Email Address	Fax No			
Number of dependants to reside in property	Total occupants <i>(You must list ALL occupants names below)</i>			
Car Registration	Drivers Licence No.	Licensed State		
Passport No.	18+ Card No.	Other ID		
Car Make/Model & Year	No of Cars to be kept on premises			
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed		
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No				
If the property has a pool – have you cared for a pool <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have garden/lawn care equipment to maintain grounds at the premises <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>(Should you not have the necessary equipment – lawn mowing will be added to the weekly rental amount at cost)</i>				

**FIRST APPLICANT INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “**

Occupation	Period of employment			
Employer	Weekly wage \$			
Address	Phone			
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual	( hours per week)	
If less than 6 months	Previous Employer			
Occupation	Period of employment			
Address	Phone	Weekly wage \$		
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual	( hours per week)	
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$			
<input type="checkbox"/> Pensioner Type	Allowance \$			
<input type="checkbox"/> Unemployment benefit	Allowance \$			
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$			
Address	Phone			
How long established	ABN No.			
Accountant Name	Phone			
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$			

Address	<input type="checkbox"/> Rented <input type="checkbox"/> Owned \$	per week
Name of Real Estate, Lessor or Agent if property sold		
Address	Phone	
Period of occupancy	/ / to / /	Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

**CURRENT RENTAL DETAILS** – If you are considering a bond transfer please contact our office

**PREVIOUS RENTAL DETAILS**

Address	<input type="checkbox"/> Rented <input type="checkbox"/> Owned \$	per week
Name of Real Estate, Lessor or Agent if property sold		
Address	Phone	
Period of occupancy	/ / to / /	Reason for leaving

**SECOND APPLICANTS DETAILS**

Name	D.O.B. / /	
Contact No. Home	Work	Mobile
Email Address	Fax No	
Number of dependants to reside in property	Total occupants	
<i>(You must list ALL occupants names below)</i>		
Car Registration	Drivers Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID
Car Make/Model & Year	No of Cars to be kept on premises	
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	

**SECOND APPLICANT INCOME DETAILS** – ALL INCOME IS NET OR TAKE HOME "PER WEEK "

Occupation	Period of employment	
Employer	Weekly wage \$	
Address	Phone	
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	( hours per week)	
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	( hours per week)	
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$	
<input type="checkbox"/> Pensioner Type	Allowance \$	
<input type="checkbox"/> Unemployment benefit	Allowance \$	
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$	
Address	Phone	
How long established	ABN No.	
Accountant Name	Phone	

**SECOND APPLICANTS CURRENT RENTAL DETAILS** – If you are considering a bond transfer please contact our office

Address _____	<input type="checkbox"/> Rented	<input type="checkbox"/> Owned	\$ _____ per week
Name of Real Estate, Lessor or Agent if property sold _____			
Address _____	Phone _____		
Period of occupancy ____ / ____ / ____ to ____ / ____ / ____ Reason for leaving _____			
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why _____			

**SECOND APPLICANTS PREVIOUS RENTAL DETAILS**

Address _____	<input type="checkbox"/> Rented	<input type="checkbox"/> Owned	\$ _____ per week
Name of Real Estate, Lessor or Agent if property sold _____			
Address _____	Phone _____		
Period of occupancy ____ / ____ / ____ to ____ / ____ / ____ Reason for leaving _____			

**OTHER APPLICANTS WISHING TO OCCUPY THE PREMISES - Full name and DOB**

(If over 18 must complete separate application)

Name 1 & Date of Birth: _____	Name 2 & Date of Birth: _____
Name 3 & Date of Birth: _____	Name 4 & Date of Birth: _____

**PERSONAL REFERENCES** - Does not include relatives (This must be completed in full)

Name _____	Address _____
Phone _____	Relationship _____
Name _____	Address _____
Phone _____	Relationship _____

**FAMILY REPRESENTATIVE** or other person to contact in case of an emergency:

\_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?**

To Rent Sign       Walk in/Rental List       Telephoned       Internet

**QUESTIONS**

Have you ever been evicted or are you in debt to another Lessor or Agent  Yes  No

If yes, give details \_\_\_\_\_

I, the applicant, accept the property in its present condition  Yes  No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give Details \_\_\_\_\_

**TERMS AND CONDITIONS**

Applicant's Name: \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct. I have inspected the above rental property and wish to take a tenancy of such premises for a period of \_\_\_\_\_months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_.

Once the application has been approved I agree to pay a minimum of the TWO weeks rent to secure the property. In this instance that being \$\_\_\_\_\_. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE TWO WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the TWO weeks rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agree that this tenancy shall be binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

**I, the applicant have read and understood this whole Application for Residential Tenancy and agree to accept the condition of the property as is.**

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

Witness: \_\_\_\_\_ DATE \_\_\_\_\_

**PRIVACY STATEMENT**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application. A tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/We the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. 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 tenancy application. I/We further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/We agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/We agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/We further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I/We agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s: .....

Signed by applicants: .....



**RentalRewards.com.au**  
Powered by **PropertyPay**

# Registration Form PLEASE COMPLETE ALL SECTIONS IN CAPITALS

**Save Time & Hassle With Easy Payment Choices:** - Using either, your Bank Account or Credit / Debit Card then choose either - **'Set & Forget'**: Pay rent automatically with 'Set & Forget' OR **Receive Free SMS or Email 'Rent Reminders'** every time your rent is due, you simply reply 'YES' to the message to send of your payment – you will then receive a confirmation of payment message. With either option you will never forget to pay your rent, there is no need to visit our office or the bank every time your rent is due. Use your secure 24/7 web login to view payment status, update details, make one-off payments & more @ [www.rentalrewards.com.au](http://www.rentalrewards.com.au)

**Ability To Earn Reward Points\* - Pay by Credit Card:** Earn Reward Points for Flights & more on your biggest expense and earn Bonus Points with many cards. You can hold your cash or bank funds longer and benefit from up to 55 days Interest Free.

**Free Rent Protection\*** Pay by Credit Card to receive Free Rent Protection that pays your rent for up to 3 months when you can't.

**1. AGENT NAME:** **RE/MAX Advantage Wynnum / Manly**

**2. TENANT DETAILS:** Mr.  Mrs.  Miss  Ms

Given Names: ..... Surname: .....

Address: ..... Suburb: ..... State: ..... Postcode: .....

Date of Birth   /   /     (for ID purposes only)

-

Home/Daytime Contact number (include area code)

-     -

Mobile (required to receive SMS 'Rent Reminders')

Email (required to receive Welcome Email and 'Rent Reminders'): .....

**3. Next Rent Due**   /   /     Enter your next ongoing rent payment date.

Rent payments and/or Reminders will commence from this date. Please allow 3 banking days for funds to clear from your account.

**4. Rent Amount \$**   ,    .

Enter the amount and payment frequency as per your lease / current agreement.

**5. Rent Frequency**

Monthly

Fortnightly

Weekly

**6. Lease End Date**   /   /

For information use only. Payments will continue until cancelled by you

**7. Please nominate your preferred rent payment method:** (If you don't select one, the default will be option A)

**A. 'Set & Forget'** - Automatic rent payments from your nominated account

**'Set & Forget'**

**B. 'Rent Reminders'** - Receive an SMS or Email & simply reply 'YES' to pay

**SMS**

OR

**Email**

**8.  Pay your rent with your Bank Account – Direct Debit Request:**



I/we request that moneys due in terms of the repayment arrangements covered by this document, be drawn by Rental Rewards Pty Ltd (User ID 321418) under the Direct Debiting System from my/our account stated below. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debits Service Agreement received from you.

Financial Institution: ..... Branch: .....

Account Name: .....

BSB Number:    .

Account Number:

**OR  Pay rent with your Credit / Debit Card - We accept**



Credit Card Number:     .     .     .

Name on Card: .....

Card Expiry Date: ...../...../.....

**DECLARATION:** I hereby register with Rental Rewards ACN 056881942 (RR) & authorise RR to process payments from my nominated account including the convenience fee of \$1.50 per Bank Account payment OR 1.76% (Incl. GST) of the transaction value for Visa, Mastercard and American Express payments in accordance with this Tenant Registration Form (TRF), Direct Debit Service Agreement (DDSA) & the Terms & Conditions (TC) at [www.rentalrewards.com.au](http://www.rentalrewards.com.au). Upon registration to pay rent by bank account by a method other than online, a \$1.51 fee is applicable to set up & confirm the legitimacy of the bank details. Other fees may apply including for failed & operator assisted payments - see full TC for details. By signing this TRF, I confirm the information above is true & correct, that I have read, understand & agree to be bound by the TRF, DDSA & TC. I understand that this arrangement will remain in place until such time as it is cancelled by me or RR.

**NOTE:** Transaction will appear on your bank statement as **"REAL ESTATE PAYMENT-RR, AUSTRALIA"**

There are NO extra fees for receiving Rent Reminders or accessing your secure web login. Other fees may apply for failed & operator assisted bank payments.

\*Subject to the terms of your credit card. Free Rent Protection can pay your rent for up to 90 days when you can't. Full terms are available on [www.rentalrewards.com.au](http://www.rentalrewards.com.au)

**Privacy preference:** We may keep you informed about other products, services and special offers from Rental Rewards and selected third parties that may be of interest to you. Select this box if you would like to receive updates from Rental Rewards.

Signature/s: **X** ..... **X** ..... Date: ...../...../.....

Are two signatures required for Joint or Business Accounts?

**AGENT USE ONLY:**

**AGENT ID: 400183**

**SOURCE: AGENT**

**SUBMITTED BY:** .....

**TENANT ID:** .....

**Completed Rental Rewards Registration Form to be Faxed to 02 9352 3120**