

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

### ITEM 1: AGENT DETAILS

AGENCY NAME:

Kevin Goodwin trading as FIRST CHOICE REALTY

ADDRESS:

Shop 4, 341 Esplanade

(P.O. Box 5560, Torquay)

SUBURB:

SCARNESS

STATE: QLD

POSTCODE: 4655

PHONE:

07 4124 2527

MOBILE:

FAX:

07 4124 2521

EMAIL:

reception@firstchoicerealty.com.au

### 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:		
	<input type="checkbox"/> Rent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other: →
CURRENT AGENT/LESSOR (If renting):	AGENT/LESSOR PHONE:		
CURRENT RENT	REASON FOR LEAVING:		
\$	Rent period:	← weekly / fortnightly / monthly	
PREVIOUS RESIDENTIAL ADDRESS:			
SUBURB:			
STATE:			
POSTCODE:			
PERIOD OF OCCUPANCY:	TYPE OF OCCUPANCY:		
	<input type="checkbox"/> Rent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other: →
PREVIOUS AGENT/LESSOR:	AGENT/LESSOR PHONE:		
PREVIOUS RENT:	REASON FOR LEAVING:		
\$	Rent period:	← weekly / fortnightly / monthly	

**ITEM 8: EMPLOYMENT DETAILS**

Are you employed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No (if no, please provide details of previous employer, if any)
Employment status:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual
	<input type="checkbox"/> Contract	<input type="checkbox"/> Self employed	
OCCUPATION:	NET INCOME (per week)		
	\$		
DATE COMMENCED EMPLOYMENT (approx.)	DATE TERMINATED EMPLOYMENT (if any):		
EMPLOYER/BUSINESS NAME:	PHONE:		
ADDRESS:			
SUBURB:			
STATE:			
POSTCODE:			
IF SELF EMPLOYED, ACCOUNTANT'S NAME:			PHONE:

**ITEM 9: CENTRELINK PAYMENTS**

Are you receiving any regular Centrelink payments?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
DESCRIPTION OF PAYMENT(S):			
TOTAL INCOME (PER WEEK):	DATE PAYMENTS COMMENCED:		
\$			

**ITEM 10: STUDENT DETAILS**

Are you studying full time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING:		STUDENT IDENTIFICATION NUMBER:	
Are you an overseas student?		<input type="checkbox"/> Yes	<input type="checkbox"/> 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:

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ADDRESS:

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PHONE/MOBILE:

SUBURB:

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STATE:

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POSTCODE:

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REFEREE 2:

RELATIONSHIP:

--	--	--	--	--	--

ADDRESS:

--	--	--

PHONE/MOBILE:

SUBURB:

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STATE:

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POSTCODE:

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**ITEM 12: PERSONAL REPRESENTATIVE**

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP:

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ADDRESS:

--	--	--

PHONE/MOBILE:

SUBURB:

--

STATE:

--

POSTCODE:

--

REPRESENTATIVE 2:

RELATIONSHIP:

--	--	--	--	--	--

ADDRESS:

--	--	--

PHONE/MOBILE:

SUBURB:

--

STATE:

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POSTCODE:

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**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: 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: \_\_\_\_\_

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# Application for Residential Tenancy

## ***PRIVACY ACT 1988***

### **NOTICE OF COLLECTION OF PERSONAL INFORMATION**

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The Agent will only use and disclose personal information provided by the applicant as part of the tenancy application (whether verbal or written) to verify that information, and to process and evaluate the tenancy application. As part of the verification and evaluation process, the Agent without limitation, may:

- Disclose to, and obtain from, those people named in the application, information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant in order to gain information about the Applicant.

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and trades people maintaining and repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement but fails to comply with its obligations under that agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

The Applicant can gain access to any personal information which the Agent holds about the Applicant, by contacting the Agent specified on the front of the tenancy application. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Applicant a reasonable fee to provide the requested access.

The Agent will take all reasonable steps to correct any personal information held by the Agent about the Applicant which the Applicant shows to be inaccurate, incomplete or out of date.

If the information described in the tenancy application is not provided, the Agent may refuse to accept and process the application.

### **SIGNED BY THE APPLICANT**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_