

**RESIDENTIAL TENANCY  
APPLICATION FORM**

Please read prior to completing your application:

1. To be processed the application form must be completed and accompanied by relevant supporting documentation
2. If you are approved, you will be required to pay bond (equivalent to 4 weeks rent) and the first 2 weeks rent

**Your application must contain copies of identification and proof of income. Outlined below, are examples of suitable identification. If these are not presented, your application will not be processed.**

**1. Identification**

We require **100 points** of identification as per the options list below

- ✓ Driver's License, Passport, 18+ Card, Copy of Birth Certificate **50 points per item**
- ✓ Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account **25 points per item**

**2. Proof of Income**

We require a copy of any of the following:

- ✓ Your 2 (two) most recent payslips
- ✓ Employment Agreement from your employer
- ✓ Letter of guarantor (if insufficient independent income)
- ✓ Bank statements showing regular deposits

**Applicants Checklist:**

- Inspected the property
- Attached photocopies of supporting documents
- Completed all details in full on this application form
- Have read and signed the Privacy Disclosure statement and Privacy Consent

**How long will it take for my application to be processed?**

QPSR REALTY endeavours to process your application within 24-48 hours. However, not completing your application as completely and accurately as possible, or supplying false references may delay your application from being processed.

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**Address of the property you are applying for:**

Room: \_\_\_\_\_ Address: \_\_\_\_\_

Room: \_\_\_\_\_ Address: \_\_\_\_\_

**Tenancy requirements:**

Lease Term: \_\_\_\_\_ Rent: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_

 **Ground Floor, 67 Lytton Rd, East Brisbane QLD 4169**  **(07) 3171 2230**

 **rentals@qpsr.com.au**

 **www.qpsr.com.au**

## Applicant

Full Name:	Preferred Name:	
Mobile:	Work Phone:	Email:
License/Passport #:	DOB:	
Australian Citizen? Yes/No	Visa Expiry Date:	

## Student Information

Name of Institute:	F/T, P/T or Casual
Course Studying:	
Student ID Number:	Enrolled Until:

## Occupation Details:

Occupation:	Position:	Company:
Contact Name:	Contact Phone:	
Address:	Email:	
Length of Employment:	F/T, P/t or Casual	
Annual Salary:	Weekly Income:	

## Current Residence

Address:		
Landlord/Agent:	Company:	
Phone:	Email:	
Length of Stay:	Rent P/W:	
Reason for Leaving:		
Was Bond refunded in Full?	Yes/ No	Deductions:

## Previous Residence

Address:		
Landlord/Agent:	Company:	
Phone:	Email:	
Length of Stay:	Rent P/W:	
Reason for Leaving:		
Was Bond refunded in Full?	Yes/ No	Deductions:

## Pets

Breed:	How Many:	Registered number:
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Application Must include photo of pet, registration information and description of pet (breed, age, height, size, weight etc.)

## Car

Make/Model:	Colour:	License plate:
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## Emergency Contact

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Best contact number: \_\_\_\_\_ Alternate Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

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## References (not a relative or partner)

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Work phone: \_\_\_\_\_ Known Since: \_\_\_\_\_

Email: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Known Since: \_\_\_\_\_

Email: \_\_\_\_\_

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## Other Details:

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Applications pending on other properties?  
\_\_\_\_\_

Has your tenancy ever been terminated?  
\_\_\_\_\_

Are you in debt to another landlord or agent?  
\_\_\_\_\_

Why is this property right for you?  
\_\_\_\_\_  
\_\_\_\_\_

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## Application Process:

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1. No keys will be given until all parties have signed the tenancy agreement and all monies have been paid. Collection for keys etc. times will be between Monday to Friday 8:30am – 5:00pm.
  2. It is a tenant's responsibility to connect all utilities (including electricity, gas & phone) prior to moving into a property and ensuring they are disconnected at the end of the tenancy, unless otherwise advised.
  3. Tenants must advise QPSR REALTY of any changes to contact details immediately.
  4. Department of Housing Bond Loans are accepted but must be finalised prior to signing a tenancy agreement.
  5. Preferred rent payment method is Electronic Funds Transfer, Bank Cheque, or Money Order.
  6. No application will be approved until references have been checked and submitted to the Lessor.
  7. All tenancy applications are checked through TICA for prior tenancy history
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## **Disclaimer/Authority**

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I, the above-named applicant, do agree that:

1. A copy of the tenancy documents outlining standard and special terms of the agreement (Form 17a – “Pocket Guide for Tenants” and Form 18a) have been provided to me with this application.
  2. I will be required to pay the first 2 weeks rent upon approval of my application to secure the property. Should I choose not to proceed with a tenancy agreement 48 hours after payment, my payment will be forfeited as per Section 161 of the Residential and Rooming Accommodation Act 2008.
  3. The letting agent may conduct all relevant inquiries and/or searches from all creditors, providers & references named in this application as required for verifying the information contained herein. I allow the agent to supply my contact details to any tradespeople attending to maintenance at the property should I proceed with a tenancy agreement.
  4. I have inspected the above-mentioned property and have no outstanding enquiries.
  5. I acknowledge receipt of the Privacy Act Disclosure Statement (Page 1).
  6. I agree that immediately upon communication of the acceptance of this application by QPSR REALTY that this tenancy shall be binding on both landlord and tenant.
  7. The above information is true and correct has been supplied of my own free will.
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## **Privacy Act**

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I, the Applicant declare that all information supplied with this application is correct and that I have supplied it on my own free will and I authorise you as the Letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Lessor. I authorise the agent to supply my contact details to any appropriate tradespeople for the purpose of maintenance and repairs. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I, the Applicant declare that I am not bankrupt and that the rental is within my means.

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**Applicant Name:**

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**Applicant Signature:**

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**Date:**

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