

## Application Form (Things you need to know)

**Property Address:**

**Name:**

### Before you submit your application

It is important that you understand the following: You are applying for the property as you saw it at the open for inspection in its current condition. Requests for changes structurally such as window mounted air conditioners or Foxtel installation must be requested in writing with your application form. Should you not make the request in writing prior to you submitting your application, general requests may not be accepted. If the advertised property states **No Pets** then this is **not negotiable** under any circumstances. Any approved Dog/Cat or specialty pet is **OUTSIDE only** unless otherwise agreed by the owner. All premises are **Non-Smoking Indoors** as per landlord instructions.

### Rental payments

For rent payments during the tenancy our office uses **Rental Rewards**. **Rental Rewards** allows you to make payments via direct debit, credit card or BPAY. For direct debit payments, there is a charge of \$1.50 per transaction. Credit card transactions incur a 1.45% Surcharge for Visa & MasterCard, 1.70% Surcharge for Premium and Corporate Visa & MasterCard, 3% Surcharge for International Visa & MasterCard. Amex & Diners Club: 2.53%. BPAY transactions incur a charge of \$2.75 transaction. If a **Rental Rewards** payment dishonours you will be charged a \$15 dishonour fee by our office. If you have any questions about this method of payment please don't hesitate to ask for more information. Our office **does not** under any circumstance accept **personal cheques or direct deposits into our trust account**. Rent may also be paid by bank cheque or Australia Post Money Orders.

### Submitting your application

**100 Points of Identification is required in order to submit an application.** Please pre-photocopy all identification for each applicant over the age of 18 and attach to the application upon handing it in. No copies will be made **for you at the office**. Each person residing in the property over the age of 18 is required to complete an application form. Please ensure all applications for each applicant are submitted together otherwise it will delay the processing time. Please read through the entire application first and fill out ALL areas and sign ALL sections as requested. Failure to do this will mean your application will not be processed. Please ensure you give all contact details including mobiles, home/work numbers, emails & fax numbers to increase our chances of contacting you and your personal/business references. We do accept applications prior to inspections so feel free to submit them early; however, you will not receive an answer until 1-3 business days after the first Open Home Inspection. Rental applications are not based on "first in best dressed" scenarios. We do not accept offers of more rent or money deposits to secure the property. The right application is approved based on your application, information provided and solely the discretion of the landlord.

### Successful applicants

Please note that we do not accept bond transfers from other agents/landlords as a form of bond. Once you have been notified you are the successful applicant for the property, you are required to pay a minimum two (2) week's as a holding deposit within 24hrs. An appointment time will be set up with your property manager to complete the induction, pay the balance of bond and two weeks rent. After payment of the holding deposit has been received, should you wish to exercise your right to no longer proceed, you must notify our office in writing within 24hrs.

### Holding Deposit & Bond

Holding deposit, bond and rent payments may be paid either via EFTPOS in the office, bank cheque, or **RENTAL REWARDS**. Under no circumstances will personal cheques be accepted as a form of payment.

<b>FORMS OF IDENTIFICATION (at least one form of photo ID must be supplied).</b>	<b>Point Value (Each)</b>	<b>100points required</b>
Australian Driver's License, Passport, 18+ Card, Birth Certificate, Student Photo I.D.	40	<input type="checkbox"/>
Medicare Card, Council Rates Notice, Motor Vehicle Registration, Utilities Bill (Gas, Power, Phone), Tenant Ledger, Bank Statement, Credit Card Statement.	25	<input type="checkbox"/>
<b>PROOF OF INCOME</b>		
Employed – Two most recent payslips / Employment Contract / Letter of Offer.	Compulsory	<input type="checkbox"/>
Self Employed – Bank Statement, Group Certificate, Tax Return or Accountants Letter.	Compulsory	<input type="checkbox"/>
Not Employed / Government Benefits / Pension – Centrelink Statement	Compulsory	<input type="checkbox"/>

# Tenancy Application Form (one per person over 18 years)

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number of Occupants:
Names of all other applicants for the property:	

## PERSONAL DETAILS

Given Name(s):	Surname:	
Have you been known by any other name(s)?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what other names have you been known by?		
Current Address:		
Home Phone:	Work Phone:	Mobile:
Mobile:	Fax:	
Email:	Date of Birth:	
Drivers Licence No:	Drivers Licence State:	Passport No:
Passport Country:	Number of Vehicles:	Registration Number(s):
Are you a home / investment property owner?		
If yes, what is the address of the property/ies?		

## DEPENDANTS:

Do you have any dependants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dependant(s) full name:	Relationship to Applicant	Date of birth:

## SMOKING:

Are you or any of the dependants living with you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## PETS:

Do you intend to keep pets at the property:	<input type="checkbox"/> Yes <input type="checkbox"/> No
No of Pets:	Type of Pets:
Council Registration:	

**EMERGENCY CONTACT/PERSONAL REPRESENTATIVE (someone not living with you)**

Given Name(s):		Surname:
Relationship to Applicant:		
Address:		
Phone:	Mobile:	Email:

**CURRENT TENANCY DETAILS (Both current & previous rental history must be completed)**

Length of time at current address:		Rent Paid:
Reason for leaving:		
Name of Landlord / Agent:	Phone:	Email:

**PREVIOUS RENTAL HISTORY 1**

Previous Address:		
Length of time at above address: From                      to		Rent Paid:
Name of Landlord / Agency:	Phone:	
Landlord / Agency Email:		
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

**PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)**

Previous Address:		
Length of time at above address: From                      to		Rent Paid:
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

**CURRENT INCOME DETAILS:**

<b>What day of the week / fortnight/ month do you get paid?</b>		
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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:	Length of Employment:	Net income (per week) \$
Employer/Business Name:		
Employer's Address:	Phone Number:	
Contact Name (payroll / manager):	Payroll Fax Number:	
If self-employed, Accounts Name:	Phone Number:	
ABN:	Fax Number:	

**CENTRELINK PAYMENTS (please include most recent statement)**

Do you receive any Centrelink payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what type of payment:	
Amount per week \$	Date payment commenced:

**ADDITIONAL INCOME**

Net weekly income from other sources:
Source(s) of other income:

**PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)**

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From            to	Net weekly income:

**STUDENT INFORMATION**

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:

**REFEREES (do not include other applicants, relatives or partner)**

Referee 1 Full Name:	Relationship:
Phone:	Mobile:
Referee 2 Full Name:	Relationship:
Phone:	Mobile:

**FREE UTILITY CONNECTION SERVICE – HARCOURTS CONNECT**

To save you time when you're moving house, Harcourts Connect can assist you by arranging your utility connections, discounts on your insurance.

It's a FREE service and there's NO obligation. We will arrange for someone to call you and assist you with your connections where possible. Please indicate in the box below if you do not want to be called by a representative from Harcourts Connect.

Please tick if you wish to receive a call from Harcourts Connect

Harcourts Connect – (Powered by connectnow)

Phone: 1300 554 028    Email: [info@connectnow.com.au](mailto:info@connectnow.com.au)    Fax: 1300 889 598    Web: [www.harcourtsconnect.com.au](http://www.harcourtsconnect.com.au)

Connect Now will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Connect Now may be accessed by contacting them on the contact details above. While the Connect Now service is FREE, normal service provider fees or bonds may apply for utility connections.



#### HOLDING DEPOSIT

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to two (2) week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 24 hour option period.

The Applicant agrees to pay a Holding Deposit of \$\_\_\_\_\_. The Applicant agrees that, should they withdraw their application during the 24 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

#### PRIVACY STATEMENT

##### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the Australian 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 landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

#### CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent 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 including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where Connect Now is requested by me to arrange for the provision of connection and disconnection services, I consent to Connect Now disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Connect Now disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Connect Now nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with Connect Now. I acknowledge that Connect Now, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Connect Now service; normal service provider fees or bonds may apply.

#### DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amount: \$ \_\_\_\_\_ rent per week

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property. I 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. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. I 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. I consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth);

**Applicant Name**

**Signature**

**Date**