

Rental Application



Belinda Donaldson

M: 0413 676 140

ap
re.
estate agents.



APPLICATIONS FOR TENANCY

Applications Checklist:

- Anyone over the age of 18 residing at the premises, must complete an application form
- Ensure you have included 100 points of ID as per page 4 (must have name & address or name & photo. Keycards are not accepted as part of 100 points for ID)
- Ensure you have supplied Full names and addresses for all employments details, Referees, Emergency Contacts etc.
- Supply all ages for occupants
- Signed pages 2, 3 and 5
- If pets are applicable at the property you also need to complete the pet application form.
- Please Read as terms of the agreement -

Email your application and ID to rentals@qp.re.com.au

Falling to send through all the relevant details may hold up your application

Applications generally take 48 hours to process. Once the application has been processed you will be notified by email if you are successful. You will then be required to pay 1 weeks rent for the property within 24 hours of receipt of the email to secure the property.

If you have any questions or concerns please do not hesitate to contact our office on 0413 676 140.

APPLICATION FOR TENANCY

Item Schedule

Item

1. TENANCY DETAILS

Address:

Lease Commencement Date: / / Lease Term: **weeks / fortnights / months / years**

Rent: **\$0.00** per **week / fortnight / month** Bond:

Total amount payable on signing of tenancy agreement:

Holding deposit (if applicable): Payable within 1 business day of approval of tenancy application.

Holding Deposit Acceptance Period: On payment of the Holding Deposit the Applicant/s must within **1** business days notify the Agent of their intention regarding the tenancy in accordance with Clause 4.2.

2. LANDLORD / AGENT

Name: **Queensland Property Real Estate Pty Ltd T/as Queensland Property Real Estate** ABN: **73153841395**

Address: **PO Box 3984** Phone:

Loganholme QLD 4129 Fax:

Email: **belinda@qpre.com.au** Mobile: **0413 676 140**

3. OCCUPANTS

Number of Adults: Number of Dependents: Number of Smokers:

Full name/s of adult/s and dependents to reside on the Premises:

1. First	Surname	3. First	Surname
2. First	Surname	4. First	Surname

4. UTILITY CONNECTION *Note: If the Agent has not nominated a Provider, the Agent will NOT arrange connection*

Utility Connection Provider: **Connect Now**

☒ Yes please contact me to arrange my utility connections

5. PETS

Pets Allowed: ☐ Yes ☐ No

Type/Breed: **Complete Pet Application Form** Number:

Type/Breed: **Complete Pet Application Form** Number:

6. RENT PAYMENT METHODS AND ASSOCIATED COSTS

The Tenant must pay the rent in the approved way/s as indicated below:

(a) <input checked="" type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input checked="" type="checkbox"/> Deposit to a financial institution account nominated by the Lessor
<input checked="" type="checkbox"/> Cheque	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Deduction from pay, pension or other benefit payable to the tenant

(b) ☐ Another agreed way*:

(Note: Where 'Another agreed way' is ticked the Tenant/s must be given a choice of at least 2 other approved ways for the payment of rent selected from the above)

*Additional Costs associated with the other approved way of rent payment in 6(b):

nil

7. USE OF PREMISES

Will the Premises be used for business purposes: ☐ Yes ☐ No

8. ADDITIONAL CONDITIONS

Terms of Application

1. Definitions

In this Application for Tenancy the following terms mean:

- (1) **Data Collection Agency:** means an agency or organisation that collects real estate data to provide information to the real estate, finance and property valuation industries to enable data analysis.
- (2) **Personal Information:** means personal information as defined in the *Privacy Act 1988 (CTH)*.

2. Applicant's Warranty

The Applicant/s warrant/s:

- (1) the details provided on their Applicant Details Sheet are true and correct; and
- (2) no Applicant is bankrupt or insolvent.

3. Applicant/s Agree/s

The Applicant/s agree/s:

- (1) they have inspected the Premises in Item (1) and accept its condition;
- (2) where the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the *Residential Tenancies and Rooming Accommodation Act 2008*, then:
 - (1) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 3(2);
 - (2) upon the signing of the Tenancy Agreement, to pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the Tenancy Agreement;
 - (3) the Applicant/s will forthwith upon receipt of same, sign the completed Tenancy Agreement;
 - (4) this Application for Tenancy, unless accepted, creates no contractual or legal obligations between the parties; and
- (3) that the Landlord/Agent are not required to give an explanation to the Applicant/s for any Application not approved.

4. Holding Deposit

Note: Clauses contained under the heading 'Holding Deposit' shall only apply where Holding Deposit details have been completed in Item (1) of the Item Schedule.

- 4.1 If the Applicant/s have paid to the Agent a Holding Deposit, such Holding Deposit, if the Application is successful and a Tenancy Agreement is entered into, will be applied in full or part payment of the Rental Bond and any remainder applied towards the Rent for the Tenancy Agreement.
- 4.2 Should the Application for Tenancy be successful and the Applicant/s fail to, within the Holding Deposit Acceptance Period:
 - (a) accept the offer of tenancy; or
 - (b) otherwise notify the Landlord/Agent of their intentions not to proceed with the tenancy; or
 - (c) having notified of their intention to accept the tenancy, not taken all necessary and reasonable steps to enter into a Tenancy Agreement.

then any Holding Deposit paid by the Applicant/s will be forfeited to the Landlord.

- 4.3 Should the Application for Tenancy not be accepted, the Holding Deposit will be refunded in full to the Applicant/s.
- 4.4 The Applicant/s acknowledge the Landlord/Agent will not accept a Holding Deposit from another prospective tenant until the expiration of the Holding Deposit Acceptance Period (Item 1) which unless otherwise specified shall be 48 hours from the giving of a receipt.

5. Privacy

- 5.1 The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988 (CTH)*) and where required maintain a Privacy Policy.
 - 5.2 The Privacy Policy outlines how the Agent collects and uses Personal Information provided by you as the Applicant/s, or obtained by other means, to assess your application for tenancy and provide the services required by you or on your behalf.
 - 5.3 You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:
 - (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies, insofar as such information is relevant to the managing and/or leasing of the Premises; and/or
 - (2) residential tenancy databases for the purpose of confirming details in your tenancy application and enabling a proper assessment of the risk in providing you with the lease; and/or
 - (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; and/or
 - (4) previous managing agents or landlords and nominated referees to confirm information provided by you; and/or
 - (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; and/or
 - (6) a utility connection provider where you request the Agent to facilitate the connection and/or disconnection of your utility services; and/or
 - (7) Body Corporates.
 - 5.4 Documents or copies of documents provided to establish the identity of the Applicant/s or persons entitled to deal on behalf of the Applicant/s, will be retained by the Agent in accordance with the Australian Privacy Principles and will not be used for any purpose other than confirming the identity of such person/s.
 - 5.5 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
 - 5.6 The Applicant/s have the right to access such Personal Information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
 - 5.7 If this Application is not accepted by the Landlord/Agent or is withdrawn by the Applicant/s, all information contained in this Application and the copy of any tenancy agreement remains confidential. This does not prevent any party making a disclosure required by law and does not include information normally in the public domain.
 - 5.8 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.
- ### 6. Data Collection
- Upon signing this Application the parties agree the Agent, and the form completion service provider providing this form, may without disclosing Personal Information collect, use and disclose to Data Collection Agencies information contained in this Application and any subsequent tenancy agreement.
- ### 7. Provision of Documents
- The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

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 - (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; and/or
 - (4) previous managing agents or landlords and nominated referees to confirm information provided by you; and/or
 - (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; and/or
 - (6) a utility connection provider where you request the Agent to facilitate the connection and/or disconnection of your utility services; and/or
 - (7) Body Corporates.
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- 5.6 The Applicant/s have the right to access such Personal Information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
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Upon signing this Application the parties agree the Agent, and the form completion service provider providing this form, may without disclosing Personal Information collect, use and disclose to Data Collection Agencies information contained in this Application and any subsequent tenancy agreement.
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The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

8. Notes to Applicant/s

8.1 The following documents form part of this Application:

- (1) Application for Tenancy;
- (2) Terms of Application;
- (3) each Applicant's, Applicant Details Sheet; and
- (4) any other annexure and/or special conditions as provided by the Agent.

8.2 Each Applicant must read and initial every page as acceptance of the information provided.

8.3 For the purpose of service of notice, service on any one Applicant shall be deemed to be served on all Applicants.



APPLICANT DETAILS SHEET

(to be completed by each adult Applicant and unaccompanied minors)

Item Schedule

Item

1. APPLICANT'S DETAILS

Name: **First** **Middle** **Surname**
Phone (H): Phone (W): Mobile: Date of Birth: .. / .. / ..
Email: Vehicle Rego No.:

1.1 Current Address:

Period of Occupancy: Situation: **Renting / Owned / Other** Other Situation:
Landlord/Agent Details (if applicable): Name:
Email: Phone:
Rent: **\$0.00** Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving:

1.2 Previous Address (if applicable):

Period of Occupancy: Situation: **Renting / Owned / Other** Other Situation:
Landlord/Agent Details (if applicable): Name:
Email: Phone:
Rent: **\$0.00** Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving:

1.3 Have you ever been evicted from a premises? ☐ Yes ☐ No Are you currently in debt to any Landlord/Agent? ☐ Yes ☐ No

2. APPLICANT'S EMPLOYMENT (NOTE: If self employed please provide a statement of income from your accountant / tax returns)

2.1 Current Occupation: Company Name

Employment Type: Duration: Weekly Income:
Employer/Business Name & ACN/Centrelink Details:
Email: Contact: Phone:

2.2 Previous Occupation: Company Name

Employment Type: Duration: Weekly Income:
Employer/Business Name & ACN/Centrelink Details:
Address: **Email** Contact: Phone:

3. REFEREES (All Referees should not be related to you)

Business Referee: Phone: Email:
Personal Referee: Phone: Email:

4. EMERGENCY CONTACT

Note: Required to contact you as a matter of urgency and your normal contact details are not responding.

Name: **First** **Surname** Phone:
Email: Mobile:

100 POINTS OF IDENTIFICATION CHECKLIST Each Applicant must produce 100 points of I.D. as marked with an asterisks (*)

Last 4 Rent Receipts	20 POINTS	<input type="checkbox"/>	Phone, Electricity, Gas or Rates Bills	15 POINTS (each)	<input type="checkbox"/>
Drivers Licence	30 POINTS	<input type="checkbox"/>	Pay Slips	15 POINTS	<input type="checkbox"/>
Photo ID	30 POINTS	<input type="checkbox"/>	Tenancy History Ledger	20 POINTS	<input type="checkbox"/>
Passport	30 POINTS	<input type="checkbox"/>	Bank/Cr Card Statements	15 POINTS (each)	<input type="checkbox"/>
Birth Certificate	30 POINTS	<input type="checkbox"/>		POINTS	<input type="checkbox"/>
Pension or Health Care Card	15 POINTS	<input type="checkbox"/>			
			TOTAL POINTS:		

The Applicant consents to the Agent making enquiries (in accordance with the Privacy Statement on the Application for Tenancy Form) to verify the information provided herein.

☐ Yes ☐ No

The Applicant has read the Application for Tenancy & agrees to be bound by the Terms of Application attached thereto.

☐ Yes ☐ No

Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the *Residential Tenancies and Rooming Accommodation Act 2008*.

☐ Yes ☐ No

Applicant's Signature: Date: .. / .. / ..

PET APPLICATION AND AGREEMENT

AGENCY DETAILS	Queensland Property Real Estate		
PROPERTY ADDRESS			
TENANT NAME			
GENERAL	Use this form only for Properties where Lessor has indicated that pets may be acceptable. If unsure please contact our Agency prior to completing this application form.		
PET DETAILS If more than 2 pets, print and complete separate Pet Agreement.	ITEM	PET 1	PET 2
	Type of Pet/S:		
	Name/s:		
	Age:		
	Weight:	KG	KG
	Desexed:	YES / NO	YES / NO
	Copy Council Reg #		
	Description:		
	Photo Provided	YES (copy for file)	YES (copy for file)
EMERGENCY PET CARER The Tenant provides the following information for use in case of an emergency	Name:		
	Address:		
	Phone No:	Fax No:	A/H:
VETERINARIAN The Tenant provides the following information for use in case of an emergency	Name:		
	Address:		
	Phone No:	Fax No:	A/H:
TERMS AND CONDITIONS	<p>The tenant/s acknowledges and agrees to the following terms:</p> <p>The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</p> <ol style="list-style-type: none"> Any pet other than the approved pet/s specified in the General Tenancy Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of the Tenant or guest, Tenant's pets or their guests pets are regardless of their approval status. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Properties caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approvals status. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required by the Lessor / Lessors Agent to be carried out by a Company complying with Australian Standards and produce receipt accordingly. The pet/s is to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this pet Agreement. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenancy Agreement section. 		
ACKNOWLEDGE MENT BY APPLICANT	Applicant Name	Signature	Date
AFTER PROCESSING APPLICATION			
Application Result	Application for Pets Accepted / Declined The abovementioned pet/s has been approved by the Lessor of the property stated in this agreement. This Agreement now forms part of the General tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.		
AUTHORISATION ON BEHALF OF LESSOR / AGENT	Agent	Signature	Date
TENANT AGREEMENT To be signed only if pet/s are approved	Tenant Name	Signature	Date