

Application for Tenancy

(to be completed by all adult applicants and unaccompanied minors)

Item Schedule

Item

1. PREMISES DETAILS

Address:

Lease commencement date: / / Lease term: **weeks / fortnights / months / years**

Rent: per **week / fortnight / month** Bond: Holding deposit (if applicable):

Total amount payable on signing of tenancy agreement: Holding Deposit Option Period:

2. APPLICANT'S DETAILS

Name: Email:

Phone (H): Phone (W): Mobile: Date of Birth: / /

Driver's License/18+ card No.: Passport No.:

Driver's License/18+ card State: Passport Country:

Health Care Card No.: Pension Card No.:

Health Care Card Expiry: Pension Card Expiry:

3. APPLICANT'S HISTORY

3.1 Current Address:

Period of Occupancy: Situation: **Renting / Owned / Other** Other Situation:

Landlord/Agent Details (if applicable) Name: Phone:

Rent: Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving:

3.2 Previous Address (if applicable):

Period of Occupancy: Situation: **Renting / Owned / Other** Other Situation:

Landlord/Agent Details (if applicable) Name: Phone:

Rent: Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving:

3.3 Have you ever been evicted from a premises? Yes No

3.4 Are you currently in debt to any landlord or agent? Yes No

4. APPLICANT'S EMPLOYMENT

(NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns)

4.1 Current Occupation:

Employment Type: Duration: Weekly Income:

Employer/Business Name & ACN/Centrelink Details:

Address: Contact: Phone:

4.2 Previous Occupation:

Employment Type: Duration: Weekly Income:

Employer/Business Name & ACN/Centrelink Details:

Address: Contact: Phone:

4.3 Student at:

Course name: Duration:

5. LANDLORD / AGENT

Name: **Calamah No.7 Pty Ltd T/As Nanette Lilley Property Centre** ABN: **45214029798**

Address: **291 Honour Avenue** Phone: **(07) 3379 9322**

Graceville QLD 4075 Fax: **(07) 3379 9727**

Email: **property@nanettelilley.com.au** Mobile:

6. UTILITY CONNECTION

Utility connection provider:

CONNECT NOW

Yes please contact me to arrange my utility connections

7. OCCUPANTS

Number of Adults: Number of Dependents:

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

1. 3.
2. 4.

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

Business Referee 1: Phone: Relationship:
Business Referee 2: Phone: Relationship:
Personal Referee 1: Phone: Relationship:
Personal Referee 2: Phone: Relationship:

9. EMERGENCY CONTACT

Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of Kin: Phone:
Address: Mobile:
Other: Phone:
Address: Mobile:

10. PETS

Type/Breed: Number:

11. USE OF PREMISES

Will the Premises be used for business purposes: Yes No

12. RENT PAYMENT METHODS & ASSOCIATED COSTS

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

- (a) Cash Cheque
- Deposit to a financial institution account nominated by the Lessor Credit Card
- Deduction from pay, pension or other benefit payable to the tenant EFTPOS
- (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 12(b):

13. ADDITIONAL CONDITIONS

- 1. APPLICATIONS WILL BE PROCESSED ONLY UPON RECEIPT BY OUR AGENCY OF A FULLY COMPLETED APPLICATION FORM SIGNED BY ALL OCCUPANTS AGED OVER 18 YEARS.
- 2. THE APPLICANT WILL SUPPLY SUPPORTING DOCUMENTATION OF (A) COPY OF A DRIVERS LICENCE OR OTHER MEANS OF IDENTIFICATION (PASSPORT), (B) LAST TWO (2) PAYSLEIPS OR OTHER CONFIRMATION OF EMPLOYMENT STATUS, (C) PREVIOUS RENTAL DETAILS.
- 3. SUCCESSFUL APPLICANTS AGREE TO PRESENT ALL PARTIES TO THE LEASE AT OUR OFFICE WITHIN 24HRS WITH A DEPOSIT OF AT LEAST 1 WEEKS RENT TO SECURE THE PROPERTY. THE APPLICANTS ALSO AGREE THAT THEY WILL SIGN A LEASE AGREEMENT AT THIS TIME. (If you are unable to attend the office in person please arrange with staff or an alternative arrangement to be make).
- 4. A COPY OF THE LEASE AGREEMENT WILL BE AVAILABLE TO ALL PARTIES PRIOR TO THE LEASE SIGNING.

14. SIGNATURES

WARNING: PRIOR TO signing this Application AND paying monies to the Agent in relation to the tenancy the Applicant, by signing, acknowledges having been given a Form 18a General Tenancy Agreement (including the Standard Terms and any Special Terms & Conditions of the Agreement)

Applicant's Signature: **Agent's Signature:**
Date: / / **Date:** / /

Terms of Application

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct,
- (2) not to be bankrupt or insolvent.

2. Applicant Agrees

2.1 The Applicant agrees that:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant will sign the Tenancy Agreement forthwith upon being notified of acceptance of this Application by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) the Applicant understands that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the Tenancy Agreement. Such payments to be cleared funds prior to occupancy.

2.2 On the signing of this Tenancy Application the Applicant may be required to pay a holding deposit:

- (1) if the Tenancy Agreement is entered into the holding deposit must be applied in payment in whole or in part of the Rental Bond and rent.
- (2) if the Applicant's application is accepted and the Applicant does not enter into the Agreement the holding deposit will be forfeited to the Landlord.
- (3) if the Tenancy Application is not accepted the holding deposit will be refunded.

The Applicant acknowledges the Agent will not accept a holding deposit from another prospective tenant until the expiration of the Option Period (Item 1) which unless otherwise specified shall be 48 hours from the giving of a receipt.

2.3 On signing this Tenancy Application the Applicant agrees the Agent is authorised to make enquiries to verify the information contained in the Item Schedule with relevant tenancy databases including databases of the Applicant's previous Letting Agents.

3. Privacy Statement

The Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf. You as the Applicant acknowledge the Agent may subject to the *Privacy Act 1988 (CTH)* (where applicable) collect, use and disclose your personal information as follows:

- (1) to the owner of the Premises to which this Tenancy Application applies; and/or
- (2) administration; and/or
- (3) legislative, regulatory and insurance requirements relating to administration of the Premises and use of the Agent's services; and/or
- (4) in order to facilitate the carrying out of works with respect to the Premises by tradespeople engaged by the Landlord/Agent.

If you have opted to use a utility connection service, you consent to the disclosure of the information contained in this application to the utility connection provider for the purpose of enabling the connection and/or disconnection of your services.

Without provision of certain information the Agent may not be able to act effectively or at all on the owner's behalf as a result of which your application may not contain sufficient information to be acceptable to the property owner. The Applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

Applicant's Personal Information Consent

I , the Applicant, give my consent for to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous Letting Agents.

Applicant's Signature: Date: / /