

# RENTAL APPLICATION



**AGENCY NAME:** QUEENSLAND PROPERTY RENTALS

**ADDRESS:** 3 Kirribilli Ave, Mackay QLD 4740

**PHONE:** (07) 4843 3301 **FAX:** (07) 4843 3305

**EMAIL:** mackay@qprentals.com.au

## PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION:

- One application is to be completed per person over 18 years old.
- This application cannot be processed until it is completed including all required signatures, all sections filled out or marked N/A if not applicable, copies of supporting documents attached as required for "100 Points Identification Check." Refer to the following list of accepted documents and point value of each. Mandatory documents include photo identification and, also, at least one document from the list below to verify your current address and proof of income. Submit copies of the documents with your application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK (NEED 100 POINTS)	Points
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport OR <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40
<input type="checkbox"/> Letter from employer(s) <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Letter from accountant if self employed	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

- QLD Property Rentals staff will contact you within 24-48 business hours.

## APPLICANT CHECKLIST - BEFORE I SUBMIT THIS APPLICATION, I HAVE...

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Attached a letter from my employer or 2 Pay Advices
- Attached a copy of my Bank Statement that shows my BSB and Account No.
- Inspected the Property both internally and externally (or signed a Request to Sign Tenancy Agreement for Unseen Property.)
- Completed the application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet application & Agreement form if pets are to reside at the Property

**YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THIS CHECKLIST HAS BEEN COMPLETED**

**PROPERTY ADDRESS YOU ARE APPLYING FOR:** \_\_\_\_\_

How did you find out about this Property?

- Website: www. \_\_\_\_\_  Newspaper  Agency contact  Sign  Referral  Other Agent  
 Other: \_\_\_\_\_

### Applicant's Details

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Expiry: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

📞 Home: \_\_\_\_\_ 📞 Mobile: \_\_\_\_\_

📞 Business/Work: \_\_\_\_\_ Email: \_\_\_\_\_

### Current Tenancy Details (if applicable)

**NB: If you own your current property, please list details of monthly payments and length of ownership.**

Rent per week: \$ \_\_\_\_\_ Period of occupancy: \_\_\_\_\_ Years, \_\_\_\_\_ Months  
Agent/Landlord: \_\_\_\_\_ ☎ Business: \_\_\_\_\_ ☎ Fax: \_\_\_\_\_  
Do you expect the Bond to be refunded in full?  Yes  No - Why? \_\_\_\_\_

### Previous Address

**NB: This must be filled out if you have been in your current property for less than 3 years.**

Address: \_\_\_\_\_  
Rent per week: \$ \_\_\_\_\_ Period of occupancy: \_\_\_\_\_ Years, \_\_\_\_\_ Months  
Agent/Landlord: \_\_\_\_\_ ☎ Business: \_\_\_\_\_ ☎ Fax: \_\_\_\_\_

### Employment

**NB: Must supply pay advices**

Current Employer: \_\_\_\_\_ Your Position: \_\_\_\_\_  
 Full Time  Part Time  Casual  Contract  
Length of Employment: \_\_\_\_\_ Yrs, \_\_\_\_\_ Mths  
Payroll/Manager's Name: \_\_\_\_\_ ☎ Fax: \_\_\_\_\_ ☎ Business: \_\_\_\_\_

*If less than 6 months with current employer, please give details of previous position*

Previous Employer: \_\_\_\_\_ Your Position: \_\_\_\_\_  
 Full Time  Part Time  Casual  Contract  
Length of Employment: \_\_\_\_\_ Yrs, \_\_\_\_\_ Mths  
Payroll/Manager's Name: \_\_\_\_\_ ☎ Fax: \_\_\_\_\_ ☎ Business: \_\_\_\_\_

### If Self Employed

Company Name: \_\_\_\_\_ Trading As: \_\_\_\_\_  
Address: \_\_\_\_\_ ABN: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_ Yrs, \_\_\_\_\_ Mths Industry/ Nature of Business: \_\_\_\_\_  
Accountant Details: \_\_\_\_\_ ☎ Business: \_\_\_\_\_  
Creditor Referee: \_\_\_\_\_ ☎ Business: \_\_\_\_\_

### If a Student or Not Currently Employed

Student ID#: \_\_\_\_\_ Institution: \_\_\_\_\_ Course: \_\_\_\_\_ Duration: \_\_\_\_\_  
 Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:  
 Parent/Guardian Letter  Centerlink Document  Bank Statements  Austudy Document  Other

### Details of all Persons to Reside at Property, including Children

Name	Address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Details of Next of Kin

Name	Address	Relation	Contact Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Pets:**  No  Yes - Refer to attached Pet Application and Agreement

### Personal Referees who are not Relatives

Name	Occupation	Business Hours Contact
_____	_____	☎ Mob: _____ ☎ Work: _____
_____	_____	☎ Mob: _____ ☎ Work: _____

### Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?  Yes  No  
Are you in debt to another Lessor or Agent?  Yes  No  
Is there any reason known to you that would affect your ability to pay rent when due?  Yes  No  
Was your Bond at your last address refunded in full?  Yes  No - *Why?* \_\_\_\_\_  
Have you listed on a tenancy database?  Yes  No: \_\_\_\_\_

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not currently an undischarged bankrupt.

If accepted as a QLD Property Rentals tenant I will supply a copy of my bank statement including BSB and account number to be held on file for any refunds required.

I apply for Tenancy for a period of \_\_\_\_\_ months (most of our owners prefer 12mths), at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_. **A START DATE MUST BE NOMINATED**

I have viewed a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this application. I have inspected the property with an QLD Property Rentals representative or have submitted a request for tenancy for an unseen property.

**Pre-moving in costs as itemised below are to be paid by BANK CHEQUE OR DIRECT DEPOSIT made payable to QUEENSLAND PROPERTY RENTALS PTY LTD TRUST ACCOUNT - BSB: 034-676 Acct No: 357857.**

ITEM	CALCULATION	\$ PAYABLE	NOTES
Rent (First 2 weeks)	2 x \$ _____	\$ _____	
Bond (4 weeks rent)	4 x \$ _____	\$ _____	Must be paid BEFORE lease commences
<b>TOTAL PRE-MOVING IN COST: \$ _____</b>			Total to be paid PRIOR to commencement of lease

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

## QLD PROPERTY RENTALS

3 Kirribilli Ave, Mackay QLD 4740

Ph: (07) 4843 3300 Fax: (07) 4843 3305 E: mackay@qprentals.com.au

### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

### COLLECTION NOTICE

The personal information you provide in this application or the information QLD Property Rentals collects from other sources is necessary for **QLD Property Rentals** to verify your identity, to process and evaluate the application and to manage the Tenancy. If the application is successful, personal information collected about you in this application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to QLD Property Rentals and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

### PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **QLD Property Rentals**. I authorise **QLD Property Rentals** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **QLD Property Rentals** subscribes. I can refer to their Privacy Disclosure Statements via:  
[www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise **QLD Property Rentals** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

### MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **QLD Property Rentals** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

### ELECTRONIC TRANSMISSION

It is agreed that consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name: \_\_\_\_\_

App. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm



## Pet Application and Agreement

<b>AGENCY DETAILS</b>	QLD Property Rentals		
<b>PROPERTY ADDRESS</b>			
<b>TENANT NAME</b>			
<b>GENERAL</b>	Use this form only for Properties where the Lessor has indicated that pets may be accepted. If unsure please contact our Agency prior to completing this application form.		
<b>PET DETAILS</b>  <b>IF MORE THAN 2 PETS, PRINT AND COMPLETE SEPARATE PET AGREEMENT.</b>	<b>ITEM</b>	<b>PET 1</b>	<b>PET 2</b>
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
	PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO
<b>TERMS AND CONDITIONS</b>	<p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> <li>The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</li> <li>Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet 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. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.</li> <li>The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status.</li> <li>The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.</li> <li>The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.</li> <li>The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</li> <li>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.</li> <li>If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.</li> </ol>		
<b>ACKNOWLEDGEMENT BY APPLICANT</b>	<b>Applicant Name</b>	<b>Signature</b>	<b>Date</b>

## After Processing Application

<b>APPLICATION RESULT</b>	<input type="checkbox"/> Application for Pet/s – <b>DECLINED</b> <input type="checkbox"/> Application for Pet/s – <b>APPROVED</b> The abovementioned pet/s have 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.		
<b>AUTHORISATION ON BEHALF OF LESSOR / AGENT</b>	<b>Agent</b>	<b>Signature</b>	<b>Date</b>
<b>TENANT AGREEMENT</b> To be signed only if pet/s are approved.	<b>Tenant Name</b>	<b>Signature</b>	<b>Date</b>