

Tenancy Application Form

Please check and return your completed application and identification to:

ASHGROVE/BRISBANE: 260 Waterworks Road, Ashgrove QLD 4060 • **E:** ashgrove@exploreproperty.com.au • **P:** 07 3176 0600

KIRWAN: 3/112 Golf Links Drive, Kirwan QLD 4817 • **E:** kirwan@exploreproperty.com.au • **P:** 07 4795 5144

MACKAY: 123 Sydney Street, Mackay QLD 4740 • **E:** mackaypm@exploreproperty.com.au • **P:** 07 4898 1909

TOOWOOMBA: 1/12 Neil Street, Toowoomba QLD 4350 • **E:** toowoomba.pm@exploreproperty.com.au • **P:** 07 4646 2400

TOWNSVILLE: 103 Boundary Street, Railway Estate QLD 4810 • **E:** townsvillepm@exploreproperty.com.au • **P:** 07 4750 4000

APPLICANTS NAME/S

1. _____ 2. _____
3. _____ 4. _____

PROPERTY DETAILS

Property address: _____

Requested commencement date of tenancy: _____

Requested lease term (circle): 6 months 12 Months Other: _____

Rent amount per week: \$ _____

TENANCY APPLICATION CHECKLIST

- Tenancy application fully completed and signed
- All occupants over the age of 18 must fill out an application form whether a lease holder or approved applicant
- 100 Point Identification Check - The following identification has been photocopied and is attached to this application

100 POINT IDENTIFICATION CHECK

PLEASE NOTE: 2 current income advices and a minimum of 1 form of photo ID must be provided.
Please provide a minimum of 100 points per applicant.

Form of Identification	Points	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Passport	40				
Driver's Licence	40				
Rates Notice	40				
Current Wage Advice (Min of 2)	30				
Bank Statement	30				
Other Photo ID	20				
Tenant Ledger	20				
Telephone Account	20				
Gas Account	20				
Electricity Account	20				

Affordability: Your rent affordability is calculated by taking your net weekly wage x 30%. e.g. \$1,000 net per week x 30% = \$300 - this is how much rent per week you can afford.

APPLICANT 1

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

REFEREES

Business Referee: _____
Relationship: _____
Contact No.: _____
Personal Referee: _____
Relationship: _____
Contact No.: _____

CURRENT EMPLOYMENT

Occupation: _____
Current Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

- SELF EMPLOYED (See Below) -

Company Name: _____
Business Type: _____
Address: _____
ABN: _____
Accountant Name: _____

PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: _____
Previous Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

STUDENT INFORMATION

Place of Study: _____
Course Name: _____
Course Length: _____
Enrolment/Student Number: _____
Campus Contact: _____
Contact's Number: _____

NEXT OF KIN (Whom does not reside with you)

Given Name/s: _____
Surname: _____
Relationship: _____
Address: _____
Mobile: _____
Email: _____

QUESTIONS

Have any of your previous tenancies been terminated? YES / NO
Are you in debt to another lessor or agent? YES / NO
Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: _____

APPLICANT 2

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

REFEREES

Business Referee: _____
Relationship: _____
Contact No.: _____
Personal Referee: _____
Relationship: _____
Contact No.: _____

CURRENT EMPLOYMENT

Occupation: _____
Current Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

- SELF EMPLOYED (See Below) -

Company Name: _____
Business Type: _____
Address: _____
ABN: _____
Accountant Name: _____

PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: _____
Previous Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

STUDENT INFORMATION

Place of Study: _____
Course Name: _____
Course Length: _____
Enrolment/Student Number: _____
Campus Contact: _____
Contact's Number: _____

NEXT OF KIN (Whom does not reside with you)

Given Name/s: _____
Surname: _____
Relationship: _____
Address: _____
Mobile: _____
Email: _____

QUESTIONS

Have any of your previous tenancies been terminated? YES / NO
Are you in debt to another lessor or agent? YES / NO
Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: _____

APPLICANT 3

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

REFEREES

Business Referee: _____
Relationship: _____
Contact No.: _____
Personal Referee: _____
Relationship: _____
Contact No.: _____

CURRENT EMPLOYMENT

Occupation: _____
Current Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

- SELF EMPLOYED (See Below) -

Company Name: _____
Business Type: _____
Address: _____
ABN: _____
Accountant Name: _____

PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: _____
Previous Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

STUDENT INFORMATION

Place of Study: _____
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Enrolment/Student Number: _____
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Surname: _____
Relationship: _____
Address: _____
Mobile: _____
Email: _____

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APPLICANT 4

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____

Contact Details: _____
Reason for Leaving: _____

REFEREES

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Relationship: _____
Contact No.: _____
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Contact No.: _____

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Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

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Company Name: _____
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ABN: _____
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Previous Employer: _____
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Contact Number: _____
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