

## Tenancy Application Form

Please check and return your completed application and identification to:

**Address:** 224 Victoria Street, Mackay Qld 4740  
**Email:** mackaypmassist@exploreproperty.com.au  
**Fax:** 07 4898 1931 **Phone:** 07 4898 1909

### 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

### 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: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

### REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

### CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
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 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: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_



