

# Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.



## A. AGENCY DETAILS

### Raine & Horne Carindale

**Address:** 852 Old Cleveland Rd Carina QLD 4152

**Email:** enquiries@carindale.rh.com.au

**Phone:** (07) 3843 6884

**Fax:** (07) 3843 6932

## B. PROPERTY DETAILS

### Address of Property:

### Lease Commencement Date:

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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### Lease Term:

<input type="text"/>	Years	<input type="text"/>	Months
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### How many tenants will occupy the property?:

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

#### Title & Given Name/s

#### Surname

<input type="text"/>	<input type="text"/>
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#### Date of Birth

#### Driver's licence number

<input type="text"/>	<input type="text"/>
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#### Passport no.

#### Passport country

<input type="text"/>	<input type="text"/>
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#### Pension no. (if applicable)

#### Pension type (if applicable)

<input type="text"/>	<input type="text"/>
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### 6. Please provide your contact details

#### Mobile phone no.

#### Work & Home phone no.

<input type="text"/>	W: <input type="text"/>	H: <input type="text"/>
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#### Email address

### 7. What is your current address?

## D. Emergency Contact

#### Title & Given Name/s

#### Surname

<input type="text"/>	<input type="text"/>
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#### Relationship

#### Phone no.

<input type="text"/>	<input type="text"/>
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## E. Payment Details

### Property Rental

\$ <input type="text"/>	per week OR	\$ <input type="text"/>	per month
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Rental Bond (4 weeks rent):

\$ <input type="text"/>
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First payment of rent in advance (2 weeks rent)

\$ <input type="text"/>
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Sub Total

\$ <input type="text"/>
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Amount payable on signing tenancy agreement

\$ <input type="text"/>
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## F. UTILITY CONNECTIONS

## G. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;
- (d) If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature

Date

<input type="text"/>	<input type="text"/>
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### OFFICE USE ONLY

Application submitted to 0RYH0H (If Required)

## H. APPLICANT HISTORY

9. How long have you lived at your current address?

Years	Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no. Weekly Rent Paid

	\$
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Was bond refunded in full? Y N

If not why not?

12. What was your previous residential address?

13. How long did you live at this address?

Years	Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no. Weekly Rent Paid

	\$
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Was bond refunded in full? Y N

If not why not?

## I. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name Phone no.

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Length of employment Net Income

Years	Months	\$
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment Net Income

Years	Months	\$
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## J. SOCIAL SECURITY BENEFITS

Type?

\$	Per Week	\$	Per Month
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## K. IF STUDENT, PLEASE COMPLETE

Place of study: Course:

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Course length: Enrolment No.

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Parents Name: Ph:

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Campus Contact: Ph:

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Course Co-ordinator: Ph:

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Income

Parents Address Overseas:

## L. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type Council registration / number

1.	
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2.	
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## M. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname Given name/s

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Relationship to you Phone no.

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18. Please provide 2 personal references (not related to you)

1. Surname Given name/s

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Relationship to you Phone no.

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2. Surname Given name/s

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Relationship to you Phone no.

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## N. OFFICE USE ONLY

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: Date

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How did you find out about this property?

Newspaper  The Internet  Local Paper  Office Window  Sign Board at property  Other (specify)

The application will not be processed until 100 points of ID has been achieved by the applicant

\* COMPULSARY

\*Drivers Licence 30 Points

\*Last 3 pay slips 15 Points

Last 4 rent receipts 20 Points

Reference from owner/landlord 20 Points

Passport 30 Points

Birth Certificate/Extract 10 Points

Motor Vehicle Registration Certificate 10 Points

Phone / Electricity/ Gas Account 10 Points

\*Photo ID 20 Points