



Licensee: Selena Maree Carabot
License No. 3509663
ABN: 39 285 115 167

Rental Application Requirements:

- 100 points of identification
- 2x recent pa slips
- Bank statements/Centrelink statements
- Deposit equal to first weeks rent value (please note this is a non refundable deposit if you change your mind once your application has been approved. Please refer to note on deposits)

To assist you in ensuring your application is processed in an expedient manner, ensure your application is returned with:

- Copies of all appropriate documentation
- All sections completed in full including contact details for referees
- All applicants have signed the application where indicated

FAILURE TO COMPLETE YOUR APPLICATION IN FULL AND RETURNED WITH THE REQUIRED DOCUMENTATION WILL DELAY PROCESSING AND COULD RESULT IN THE PROPERTY BEING LEASED TO ANOTHER APPLICANT.

We recommend that to assist in ensuring the processing of your application that you request from previous agencies:

- A copy of your ledger
- A letter recommending you as a tenant including dates of our lease, weekly rent paid, details of inspections whilst a tenant and a contact name for Mareeba Property Management to confirm details with.

If you have rented several properties over the past three years, we require information from all past agents or property owners if privately leased. One application is to be completed per person.

Applications take up to 48 hours to process (providing all relevant referees can be contacted) this includes check through the Tenancy Information Centre of Australia.

On acceptance of this application all applicants are required to meet at this office at a scheduled time to pay at least two weeks rent and also to sign the lease agreement. It will then be necessary for you to pay the balance of the money, being the bond, equivalent to 4 weeks rent, prior to commencement of the lease.

PLEASE NOTE: THE PROPERTY WILL REMAIN AVAILABLE UNTIL THE GENERAL TENANCY AGREEMENT IS SIGNED BY ALL PARTIES AND A MINIMUM OF TWO WEEKS RENT HAS BEEN PAID.

This application must be accompanied by copies of documentation from those listed in the application for the 100 points of identification check. **PLEASE NOTE:** This must include a drivers licence, passport or proof of age card. Your original drivers licence, passport or proof of age card will be required to be sighted at the time of handing in your application.

All tenancy applications are referred to the Tenancy Information Centre of Australia and other relevant databases for the confirmation of details supplied.



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NOTE: DEPOSITS

HOLDING DEPOSITS:

Prospective tenants will be asked to pay a holding deposit to reserve or hold the premises they intend to rent. This holding deposit is held for a period of 48 hours unless stated otherwise. On accepting the deposit the agent will give you a written receipt and sure the property is available if the person proceeds with the tenancy.

If the prospective tenant does not proceed with the tenancy and advises the lessor/agent within the holding period, the entire holding deposit must be refunded within three days.

The lessor/agent can keep the holding deposit if the prospective tenant fails to notify the lessor/agent of their decision to not proceed with the property within the agreed holding period. If the prospective tenant indicates that he/she will proceed with the tenancy but then fails to enter into the tenancy agreement, then they will forfeit the holding deposit.

When the tenant signs a tenancy agreement after paying a holding deposit this then becomes part of the rental bond. Any surplus amounts then become rent advance.

I have read and understood all requirements above and my signature below is witness to this

Applicant's signature.....

Dated.....

Applicant's signature.....

Dated.....

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Mareeba Property Management

ADDRESS: Shop 18A/135 Byrnes Street

SUBURB: MAREEBA

STATE: QLD POSTCODE: 4880

PHONE:

07 4092 2111

MOBILE:

0418 922 111

FAX:

07 4092 2655

EMAIL:

chloe@rentmpm.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent: \$ Rent period: ← weekly / fortnightly / monthly Bond: \$

Tenancy Term: Fixed term agreement Periodic agreement

Starting on: Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: State:

Number of vehicles: Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets:

Type of Pet/s: Are your pets registered with a council? Yes No

If Yes, please state which council:

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____ AGENT/LESSOR PHONE: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFeree 1:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			
REFeree 2:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			
REPRESENTATIVE 2:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.
Not employed: Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____

Date: _____



MAREEBA PROPERTY MANAGEMENT

Your Local Rental Specialist

Licensee: Selena Maree Carabot
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Property Address: _____

Applicants Name: _____

I/We have submitted applications for Tenancy for the above mentioned property. If approved as tenant/s, I/we request to sign a general tenancy agreement without an inspection of the property personally and confirm the following:

I/We understand that by signing this document I/we have agreed to take the property as it is, regardless of what state the property is in when I/we collect the keys

I/We cannot hold Mareeba Property Management accountable for the presentation of the property as I/we have knowingly agreed to take the risk of signing a general tenancy agreement on a property sign unseen

I/We understand and take full responsibility to take the property sight unseen and the risks that relate to this

I/We have view the property details and photos of the advertised property: _____ by the agent and understand it cannot equal representation of the property as an inspection on side would and I/we will not hold the managing agents namely, Mareeba Property Management, responsible for any misunderstandings or misinterpretations I/we may have from the advertisement of the property

Acknowledgment – All Applicants are to complete the following section:

Applicant Name: _____ Signature: _____ Date: _____

Applicant Name: _____ Signature: _____ Date: _____

Applicant Name: _____ Signature: _____ Date: _____

Applicant Name: _____ Signature: _____ Date: _____

Applicant Name: _____ Signature: _____ Date: _____

Agent Name: _____ Signature: _____ Date: _____



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PET APPLICATION AND AGREEMENT

Property Address: _____

Tenant/s Name: _____

Pet 1 Details

Pet 2 Details

Type of animal: _____

Type of animal: _____

Breed: _____

Breed: _____

Colour: _____

Colour: _____

Friendly or Unfriendly: _____

Friendly or Unfriendly: _____

Pet 3 Details

Pet 4 Details

Type of animal: _____

Type of animal: _____

Breed: _____

Breed: _____

Colour: _____

Colour: _____

Friendly or Unfriendly: _____

Friendly or Unfriendly: _____

Pet 5 Details

Pet 6 Details

Type of animal: _____

Type of animal: _____

Breed: _____

Breed: _____

Colour: _____

Colour: _____

Friendly or Unfriendly: _____

Friendly or Unfriendly: _____



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TERMS AND CONDITIONS

The tenant acknowledges and agrees to the following terms:

The lessor/agent has agreed to permit pet/s at the premises as specified in the general tenancy agreement and this pet agreement

Any pets other than the approved pet/s specified in the general tenancy agreement and this pet agreement must first be requested by the tenant in writing via a separate pet application giving full details and then by 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 GURANTEED

The tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the property, whether they are the tenant's pets or their guest's pets and regardless of their approval status

The tenant accepts full responsibility and indemnities the lessor/agent for any claims by or injuries to the third parties or their property cause by, or as result of actions by their pet/s or their guests pet/s regardless of their approval status

The tenant agrees to arrange for flea fumigation at the end of the tenancy or at a time during the tenancy as required or request by the lessor/agent to be carried out by a company complying with Australian Standards

The pet/s are to be outside at all times, unless specified otherwise in the general tenancy agreement or this pet agreement

GUIDE DOGS ARE AN EXCEPTION

If the pet is a dog, the tenant agrees to restart or remove the dog from the premises for the duration of an inspection arranged by the lessor/agent with the required notice given

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

Applicant name:

Signature:

Date:

Applicant name:

Signature:

Date:

Applicant name:

Signature:

Date:
