

# TENANT APPLICATION FORM

Postal : PO Box 515 Morayfield QLD 4506  
 Phone: 0426 731 800  
 Email: [aboutyourealestate@gmail.com](mailto:aboutyourealestate@gmail.com)

Address of Property Applying For: (1 <sup>st</sup> Preference)		\$
Address of Property Applying For: (2 <sup>nd</sup> Preference)		\$
Inspection Date:		
Preferred Move in Date:	____ / ____ / ____	Preferred Lease Term: 6 Months / 12 Months

The following documentation <b>MUST</b> be submitted with the application form: <small>Please note that the application <b>MUST BE</b> completed in FULL</small>	Please Tick
Photocopy of Photo ID (Driver's Licence, 18+ Card or Passport)	
Photocopy of Medicare Card	
Proof of Current Address (Telephone/Electricity Bill / Registration / Other Utility Bills)	
Photocopy of Recent bank Statement (within last 3 months) – <i>must show your name</i>	
Proof of Income (2 Recent Payslips / Centrelink Statement / Bank Statement / Offer Letter)	

**Please note that we will not proceed with any application unless all documents above are provided.**

**I agree and acknowledge to the following Conditions should my application be successful with About You Real Estate:**

In most instances, we are able to process your application within 48 hours. If we are unable to contact references/referees, this process may take longer. If your application is approved, you will be required within 24 hours to pay 1 weeks rent as the holding deposit and you will receive a copy of the lease documents prior to paying any monies.

I note then the balance of (1) weeks rent and (4) weeks bond is to be paid when you sign the lease or collect the keys on the lease start date. It will be credited to your rental account commencing from the first day of your Tenancy. These funds are to be paid by Direct Deposit into our Trust Account.

I acknowledge that for all ongoing rental payments, the preferred payment method is Direct Deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

	Applicant 1 Details		Applicant 2 Details	
Full Name:				
Date of Birth:				
Contact Details:	Ph:		Ph:	
	E:		E:	
Driver's Licence No:				
Relationship to other Applicant?				
Car Rego, Make/Model:				
Pets? Age/Type/Breed:				
Are They Registered?	Yes / No	Are They Inside or Outside Pets?		
Do you smoke?	Yes / No		Yes / No	
Are you Studying?	Yes / No		Yes / No	
Are you on a working Visa? If Yes, Expiry Date of Visa?	Yes / No	Expiry: ___ / ___ / ___	Yes / No	Expiry: ___ / ___ / ___

Current Residential History		
	Applicant 1	Applicant 2
Current Address		
Weekly Rent:	\$	\$
Type of Occupancy:	Renting / Own Home / Private Landlord / Living with Family / Boarding (please circle)	Renting / Own Home / Private Landlord / Living with Family / Boarding (please circle)
Agency/Landlord Name:		
Contact Number:		
Email Address:		
Time Resided at Property:	From: ___ / ___ / ___ To: ___ / ___ / ___	From: ___ / ___ / ___ To: ___ / ___ / ___
Reason for Leaving:		

**Previous Residential History**

	<b>Applicant 1</b>	<b>Applicant 2</b>
<b>Previous Address:</b>		
<b>Weekly Rent:</b>	\$	\$
<b>Type of Occupancy:</b>	Renting / Own Home / Private Landlord / Living with Family / Boarding (please circle)	Renting / Own Home / Private Landlord / Living with Family / Boarding (please circle)
<b>Agency/Landlord Name:</b> <b>Contact Number:</b> <b>Email Address:</b>		
<b>Time Resided at Property:</b>	From: ____ / ____ / ____ To: ____ / ____ / ____	From: ____ / ____ / ____ To: ____ / ____ / ____
<b>Reason for Leaving:</b>		

**Other Occupants Details**

<b>Occupants Full Name:</b>	<b>Date of Birth:</b>	<b>Relationship to Applicants:</b>

**Employment Details**

	<b>Applicant 1</b>	<b>Applicant 2</b>
<b>Are you currently Employed?</b>	Yes / No	Yes / No
<b>Employment Status?</b> (Please circle applicable)	Full Time / Part Time / Casual / Contract / Self-Employed	Full Time / Part Time / Casual / Contract / Self-Employed
<b>Net Income (per week):</b>	\$	\$
<b>Occupation:</b>		
<b>Date Commenced Employment:</b>		
<b>Employer/Company Name:</b> <b>Name of Manager/Contact:</b> <b>Contact Number:</b> <b>Email Address:</b>		

### Centrelink Details / Payments

	Applicant 1	Applicant 2
<b>Are you Currently Receiving Centrelink Benefits?</b>	Yes / No	Yes / No
<b>Type of Payment Received?</b> (Please circle applicable)	Newstart / Single Parenting Payment / Partnered Parenting Payment / Disability Pension / Aged Pension / Carers Payment / Family Tax Benefit	Newstart / Single Parenting Payment / Partnered Parenting Payment / Disability Pension / Aged Pension / Carers Payment / Family Tax Benefit
<b>Total Income (per week):</b>	\$	\$

### Next of Kin / Emergency Contact Information

Please provide details of someone we may contact in the event of an Emergency who will not be residing with you at the property

	Applicant 1	Applicant 2
<b>Full Name:</b>		
<b>Contact Number:</b>		
<b>Address:</b>		
<b>Relationship to You:</b>		

### Personal Referees / References 1

	Applicant 1	Applicant 2
<b>Full Name:</b>		
<b>Contact Number:</b>		
<b>Address:</b>		
<b>Relationship to You:</b>		

### Personal Referees / References 2

	Applicant 1	Applicant 2
<b>Full Name:</b>		
<b>Contact Number:</b>		
<b>Address:</b>		
<b>Relationship to You:</b>		

## Declaration, Privacy Disclosure and Consent

Please declare/acknowledge the following by circling Yes or No

Have you ever been evicted by an Agent/Lessor	Yes / No
Do you have any known reasons that would affect your ability to pay rent	Yes / No
Were you refunded the bond IN FULL for your last address (if applicable) If no, please advise what deductions were made: _____	Yes / No
Do you have any current outstanding debt to another Agent/Lessor?	Yes / No
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
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 credit/affordability	Yes / No
Acknowledge that I have made my own enquiries in relation to the provision of the availability of phone, internet and TV connections. The Agent makes no warranty in relation to the adequacy of current or available services or fittings in the premises	Yes / No
The applicant has viewed the property in its current condition and agrees to take the premises as is with no alterations, additions or extras provided unless previously agreed in writing by all parties. The landlord retains the right to refuse any requests for improvements requested by the tenants.	Yes / No
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
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
Acknowledge and accept that if my application is denied, the agent is not legally obliged to provide reasons as to why	Yes / No
Acknowledge 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
Acknowledge that I will receive and review the General Tenancy Agreement (Form 18a), the standard terms and any special terms and conditions prior to any monies being paid, should my application be successful	Yes / No
Acknowledge that I have been made aware of the Agency's Privacy Policy below	Yes / No
Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the electronic Transactions (QLD) Act 2001 and Electronic Transactions Act 1999 (cth)	Yes / No
Declare the above information is true and correct and that I have supplied it of my own free will	Yes / No

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 I have inspected the premises. I also declare that I am no currently 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am also aware that I may access my personal information by contacting: NTD: 1300 563 826 TICA: 1902 220 346 TRA: (02) 9363 9244

If I default under a rental agreement, I agree that that Agent may disclose details of such default to a Tenancy Default Database, and to Agents/Landlords or 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 the Lease/Tenancy Documents
- (c) Allow tradespeople or equivalent organisations to contact me
- (d) Lodge/Claim/Transfer to a Bond Authority
- (e) Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- (f) Refer to Debt Collection Agencies, Credit Providers and or Lawyers (where applicable)

In the event of a successful Tenancy Application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future Tenancy Applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our Landlords exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History Database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

<b>Application 1 Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Application 2 Full Name:</b>	<b>Signature:</b>	<b>Date:</b>