



Application for Residential Tenancy

Thank-you for choosing to apply for a property with First National Real Estate Baxters.

Please ensure that your application is completed entirely prior to returning it to our office. Applications may be submitted in person at **2/93 Bolsover Street, Rockhampton QLD 4700** or via e-mail to admin@fnbaxters.com.au.

Applications take approximately 48 hours to process once all documents have been received and we will contact you via SMS to advise the outcome of your application.

Should your application be successful, we will require a non-refundable holding deposit equivalent to 1 weeks rent to paid within 24 hours. This deposit will be allocated to your file upon signing of the lease.

We wish you the best with your application.

First National Real Estate Baxters

Application Checklist

Please ensure you have submitted the following with your application.

- Application Form
- Last 2 payslips or Centrelink income statement (whichever is applicable)
- 100 points of ID
- Pet application (If applicable)
- Declaration and Acknowledgement signed

Name of Applicant: _____

Signature: _____ **Date of application :** ____/____/____



Desired Property

Property Address

Property Address

Property Address

Property Address

Requested Tenancy Terms

Length of Tenancy (months)

Rent Per Week
\$

Proposed Commencement Date

Applicants Details

Name:

Email:

Current Residential Address:

Home Phone

Mobile Phone

Work Phone

Date of Birth

Drivers License number / State of issue

Number of Vehicles

Vehicle Details- Rego & type of vehicle

Do you have any dependants?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Are you or any of your dependants a smoker?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Names and Ages of Dependants	
1.	_____
2.	_____
3.	_____
4.	_____



Employment Information

Are you currently employed? (If so, please fill out employment details)

Yes No

Do you receive Centrelink payments?

Yes No

(If yes & you are unemployed, please skip to the bottom of the page)

Current Employment Details

Company Name		
Contact Name (Manager)	Contact Ph Number (Manager)	Your Position
Length of Employment	Net Income \$ Per Week	Employment Status

Previous Employment Details

Company Name		
Contact Name (Manager)	Contact Ph Number (Manager)	Your Position
Length of Employment	Net Income \$ Per Week	Employment Status

Centrelink Payment Details

Description of Centrelink Payments
Total Income \$ Per F/N



Current Residential Address (please indicate whether you are renting or a home owner)

Property Address		
Rent \$ _____ Per Week	How long have you lived there?	Reason for Leaving:
Agent/Landlord	Phone	

Previous Residential Address (please indicate whether you are renting or a home owner)

Property Address		
Rent \$ _____ Per Week	How long have you lived there?	Reason for Leaving:
Agent/Landlord	Phone	

Emergency Contact

Name	Relationship	Contact Phone
Address		
Name	Relationship	Contact Phone
Address		



Business/Personal References: (Not Relatives)

Name	Relationship	Contact Phone
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Address

Name	Relationship	Contact Phone
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Address

Statement of Costs:

Bond- (4 weeks rent)

\$

Rent in Advance (2 weeks)

\$

Total

\$

Identification Points- (100 Minimum)

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)

Should you not be able to meet the 100 check points, please phone your property management team.



By Signing below, I the applicant-

1. Have inspected the property and I found it to be in a reasonably clean standard. YES / NO
2. If "no" I believe the following items should be attended to prior to the commencement of my tenancy. I understand all of these items are subject to the owners approval.

3. I understand that this application is subject to owners approval, and should I be declined, First National Real Estate Baxters do not have to disclose why.
4. Acknowledge that my personal contents is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my personal belongings.
5. Understand that First National Real Estate Baxters have collected this information for the purpose of determining whether I am a suitable tenant for the property- In particular to check my identification and my ability to care for the property, my character and my creditworthiness.
 - a. For such purposes I authorize you to contact the persons named in this application and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary.
 - b. In doing so, I understand that information provided by me may be disclosed to, and relevant information obtained from, referees named in this application and other relevant third parties.
6. Acknowledge and accept that should this application be denied, the agent is not legally obliged to provide reasons as to why.
7. 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, sales people and tenancy default databases.
8. 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)*.
9. Declare that the information I have provided in this application is correct and true and I have supplied it of my own free will.

Name of Applicant: _____



Signature: _____

Date: ____/____/____