



Shop 1, 38-40 Thomas Drive, Chevron Island, Qld
Ph: 07 5570 2604

Fax: 07 5592 1355
Email: pm@obqld.com.au
www.obqld.com.au

TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied
Each Applicant must complete a separate Application

The Property will not be held for you until the application has been approved and the Bond has been paid to our office in cleared funds

OPERATING HOURS

We are open for business Monday to Friday 8.30 am – 5.00 pm

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. You are required to submit a minimum of 100 points for your application to be considered – this must include photo identification.

You will need to provide the following:

- 100 Points of ID (See below) which must include at least one form of Photo ID (Passport, 18+ Card, Drivers Licence, University/TAFE card)
- Proof of current address (Phone Bill, Electricity Bill, Tenancy Agreement, Council Rate Notice)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink Letter)

100 Point ID Check – at least one of the below has to be photo identification

50 Points	Previous Rent Ledgers	20 Points	Current Motor Vehicle Rego Papers
50 Points	Passport	10 Points	Copy of Telstra/ Energy Account/ Gas Account
50 Points	Drivers Licence	10 Points	Other Identification
40 Points	Birth Certificate		

PROCESSING AN APPLICATION

In most instances, we are able to process your application on the same day and advise you by telephone. If we are unable to contact all your references, this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved, you will be required to receive a copy of you Tenancy Agreement, Body Corporate By-Laws (if applicable) and information statement 'Renting in Queensland' prior to moving into your new rental property and prior to our office receiving any funds from you. Please collect from our office or advise if you require them to be emailed. It is important that you carefully read these documents prior to taking up tenancy.

SECURING THE PROPERTY – PAYMENT OF BOND

Once the application has been approved you will be required to pay a minimum of full Bond to secure the property. Please note that this must be paid in cleared funds. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

APPLICANTS INITIALS _____



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GENERAL INFORMATION PRIOR TO TAKING UP TENANCY:

COLLECTION OF KEYS

We are open for business Monday to Friday 8.30 am – 5.00 pm

You will need to make an appointment to collect the keys, finalise payment of monies and sign all documents during these hours ONLY.

PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. All monies must be paid in cleared funds prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must sign the Refund of Bond Form at the end of the tenancy

PAYMENT OF RENT

We prefer rental monies to be deposited directly into our bank account

Acceptable payment methods for rent include:

- Direct deposit into Ocean Blue (QLD) Rental Trust Account – bank details will be provided when your signed application has been approved
- Centrepay – You will need to contact Centrelink to obtain an application form for this method of payment.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released until all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ENTRY CONDITION REPORTS

When you move into the property, be very particular with the Entry Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. **You must return the Condition Report to our office within three (3) working days** of moving into the property. The report will then be signed off by the Property Manager and a copy forwarded to you. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY (TICA)

Our office is a member of TICA, which is a tenant default agency. Should you default in your General Tenancy Agreement Terms you may be listed on TICA.

CONTACT DETAILS

Should you or any other approved applicants change your contact details eg. telephone number, email address, work etc., please contact us & advise us of the changes as soon as possible to ensure that, in case of an emergency, we are able to get into contact with you. This also includes your next of kin or emergency contact.

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Application for Residential Tenancy

(One application to be completed per person, Application will not be processed unless all Information is supplied)

Item 1 Property Details

Address

Rent

Starting on

Ending on

Part 1 Applicant Details

Item 2

Name	D.O.B. / /	
Contact No. Mobile	Work	Home
Email Address	Fax No	
Number of dependants to reside in property	Total occupants	
Passport No.	18+ Card No.	Other ID
Car Registration	Drivers License No.	
Number of Cars which will be kept at property	Are all cars registered	
Will any Pets be kept at the property	Number	Type & Breed
Are the pets registered with the council	Are you a smoker	
Have you ever been evicted from a property	If yes Why	

Full name & age of all persons other than applicants wishing to reside at the property

Part 2 Current Rental Details (Please note we do not accept or give bond transfers)

Item 3

Address		
Rented \$	Per week or Owned	Name of Current Real Estate or Lessor
Address of current agent		Phone
Period of Occupancy	Reason for leaving	

Previous Residential Address

Address		
Rented \$	Per week or Owned	Name of Current Real estate lessor or agent if
Address of current agent		Phone
Period of Occupancy	Reason for leaving	



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Item 3

Employment Details – All Income is Net or Take Home Per Week

Are you employed	Employment Status eg. Full-time
Wage	Phone
Address	
Occupation	Employer
If Less than 6 Months Previous Employer	
Occupation	Period of employment
Weekly Wage \$	Phone

Self Employment Details

Name of Business	
Wage \$	Phone
Address	
Accountants Name	Phone

Student Details

Are you currently studying full-time	Student ID
Name of Education Institution	Are you an overseas Student If yes VISA expiry date

Item 4

Centrelink Payments

Are you receiving any regular Centrelink payments	Yes / No	Type
Total Income (Per Week) \$	Date payments commenced	

Item 5

Next of Kin or Emergency Contact

Name	Phone	Relationship to you
Address		

Item 6

Personal Reference

Name	Phone	Relationship to you
ADDRESS		



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HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY: Internet Phone Rental List
 Rent Sign Window Newspaper

QUESTIONS:

Have you ever been evicted or are you in debt to another Lessor or Agent Yes No

If yes, give details _____

Was the bond refunded in full at the last rented premises Yes No

If no, give details _____

TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____.

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above property and wish to take a tenancy of such premises for a period of ____months from ___/___/___ at a rental of \$_____per week. The rent to be paid is within my means and I agree to pay a full bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and authority is hereby given to check credit references, employment details, previous rental references, TICA, personal references and any other searches which may verify the information provided by me. I also authorize the agent to give information to the lessor of the property, credit providers, other agents, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness. Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of Tenant Default registry agents and or other agents.

Once the application has been approved I acknowledge that, if I wish to proceed, I will deposit a non-refundable Holding Deposit into the Agent's Rental Trust.

THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVED THE HOLDING DEPOSIT.

PREFERED EMAIL ADDRESS _____

I, the applicant accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be removed from files and the application will be destroyed.

APPLICANTS SIGNATURE _____ **DATE** _____