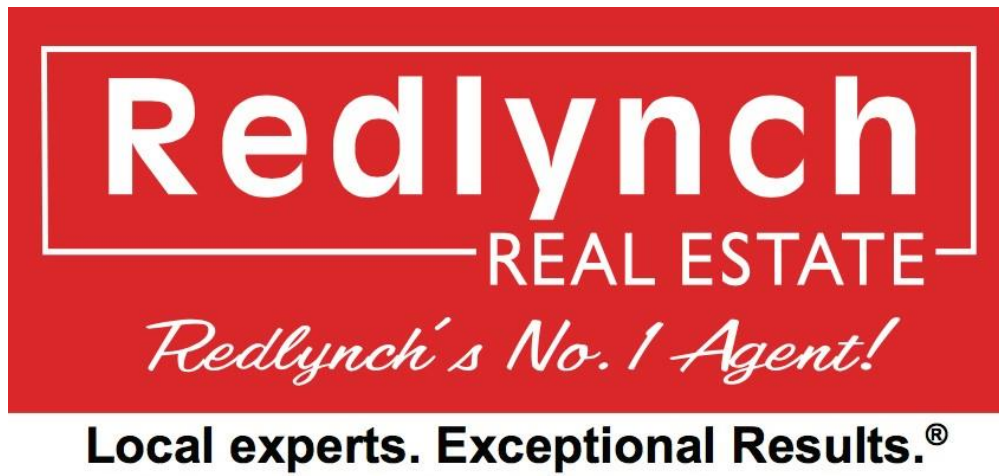


# Rental Tenancy Application Form

One Application Per Person - Please refer to the Terms and Conditions before making Application.  
Please complete the form in full using BLOCK LETTERS. Incomplete Applications cannot be processed.



Shop 3, 2-4 Intake Road, Redlynch QLD 4870

P: (07) 4058 0000 F: (07) 4058 1899

E: [rentals@redlynchrealestate.com.au](mailto:rentals@redlynchrealestate.com.au)

W: [www.redlynchrealestate.com.au](http://www.redlynchrealestate.com.au)

**Payment Methods of Rental Payments:**

ANZ Bank -

Walk in

Setting up a Direct Debit -

By going into your bank or setting up on the internet

***Please Note: No Cash Taken in this Office***



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## **Information about your application and tenancy databases**

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

### **What this means for you**

As a property manager, we are required by law to let you know which databases we use to check your rental history.

Our agency uses the following tenancy databases:

- TICA

### **What if I am listed?**

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

### **Where can I get further information?**

If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311.



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<b>Property Address</b>
<b>Requested commencement date of Tenancy</b>
<b>Tenancy END Date and/or Requested Term of Tenancy</b>
<b>Rental property amount per week \$</b>
<b>Applications pending on other properties (Please circle) YES / NO If yes, how many</b>
Full Name of Applicant _____
Date of Birth _____ Licence Number _____
Business Hours Phone _____ Mobile _____
Email Address _____
Current Residential Address _____ _____
Contact details to confirm current living arrangements (please circle) Lessor/ Agent/ Other
Name _____ Phone/Mobile _____
Length _____ Reason for leaving _____
Previous Residential Address _____ _____
Contact details to confirm previous living arrangement (please circle) Lessor/Agent/Other
Name _____ Phone/Mobile _____
Length _____ Reason for leaving _____
Number of Occupants who will reside at the property : _____

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Number of Dependants who will reside at the property : \_\_\_\_\_

Is anyone applying or going to reside at the property a smoker?

YES/NO

Names of Occupants/Dependants

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Do you have any pets? *(PLEASE ALSO FILL OUT PET APPLICATION FORM)*

YES/NO \_\_\_\_\_ IF Yes, Pet Type \_\_\_\_\_

Breed \_\_\_\_\_ Number of Pets \_\_\_\_\_ Registered with council? (Please circle) YES/NO

Personal References (cannot be relatives, partner or other people applying with you)

**1.** Name \_\_\_\_\_ Business Hours Phone \_\_\_\_\_

Address \_\_\_\_\_

-----  
**2.** Name \_\_\_\_\_ Business Hours Phone \_\_\_\_\_

Address \_\_\_\_\_

-----  
**3.** Name \_\_\_\_\_ Business Hours Phone \_\_\_\_\_

Address \_\_\_\_\_

Next of Kin (contact in case of emergency or extenuating circumstances)

Name \_\_\_\_\_ Phone/Mobile \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

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Employment/Income (please indicate by circling or ticking below) – Part Time/ Full Time/Contractor/ Casual  
or (please indicate by circling or ticking below - Not employed/ Self-employed/ Student

Other \_\_\_\_\_

Weekly net income \$ \_\_\_\_\_ Other income \$ \_\_\_\_\_

Name of Employer \_\_\_\_\_ Payroll Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Confirm Occupation \_\_\_\_\_

Name of Company \_\_\_\_\_

Length of Time at Current Employment? Months \_\_\_\_\_ Years \_\_\_\_\_

If a Student (please circle) University/Tafe/College/Other Name \_\_\_\_\_

Student ID number (copy required) \_\_\_\_\_ Visa Number (copy required) \_\_\_\_\_

If Self Employed; Name of Business \_\_\_\_\_

Name of Business Accountant \_\_\_\_\_

Address of Accountant \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Are you an Australian Citizen? (Please circle) YES/NO.

If No, please provide details of VISA or residency status as part of the application.

Any other debts/loans currently owing (list weekly payments please)

1 Car Loan \$ \_\_\_\_\_

2 Personal Loan \$ \_\_\_\_\_

3 Credit Card \$ \_\_\_\_\_

4 Any other Loans \$ \_\_\_\_\_

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## Pet Application Form

This form is to be completed where the lessor of the property has indicated that pets may be approved to reside at the Property. If more than one pet, a separate application form must be used.

Type of Pet (Example, Dog, Cat, Bird) \_\_\_\_\_  
Breed of Pet \_\_\_\_\_  
Name of Pet \_\_\_\_\_ Age of Pet \_\_\_\_\_  
Description of Pet \_\_\_\_\_  
Is the pet de sexed? (Please circle) Yes / No Council registration number of Pet \_\_\_\_\_  
Name of Council where registered \_\_\_\_\_

Photo provide with application? Yes / No

### Emergency Pet Carer (In case of emergency)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Mobile Number \_\_\_\_\_

### Pet Referee (Person who can provide a reference regarding the Pet)

Name \_\_\_\_\_  
Phone number \_\_\_\_\_ Mobile Number \_\_\_\_\_

### Pet Acknowledgement

The pet/s if approved are to be outside at all times. The tenant/s shall be liable for any damage caused by the pet/s whilst residing in the property. If damage occurs during the tenancy, our agency is to be advised as per the terms of the tenancy agreement and the damage rectified within a reasonable time frame. The tenant/s understand and agree that full FLEA fumigation must take place at the end of tenancy (and during the tenancy if necessary); and upon vacation of the property a receipt must be provided from a reputable pest control company.

Tenant Name	Tenant Signature	Date
1		
2		
3		

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## **Terms and Conditions – please read carefully**

I agree to provide 100-point identification – requirements are as follows (and VISA or current Residency status in Australia).

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Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

*If you are unable to meet the 100-point criterion listed above, please speak with the Property Manager.*

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement plus pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

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I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. **To review our agency privacy policy, please contact our office to request a copy.**

**By signing this form, I have read and understood clearly all of the information outlined above.**

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<b>Name of Applicant</b>	
<b>Signature</b>	<b>Date</b>

**Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 1 of this Application;**

**Contact by our Agency may be made via phone, sms or email.**

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