

571 Ross River Road  
KIRWAN QLD 4817  
P: 4773 1006  
F: 4773 4669



Date received: \_\_\_\_\_  
Time: \_\_\_\_\_  
Taken by: \_\_\_\_\_

## APPLICATION FOR TENANCY

Property Address: .....

### PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In order to process this application, all questions must be answered fully. This completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following:

1. I/We inspected the above property on the / / and accept that the property is for rent in its current condition as inspected.
2. I/We wish to apply to rent the above property for a period of ..... months commencing on .....
3. I/We agree that the rent is \$..... per week/fortnight/month and that the rental bond is \$.....
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. **I/we agree that on acceptance of this application the BOND (equivalent to four weeks rent) must be paid within 24 hours at which time the Form 18a, 17a, Form 2 and Body Corporate By-laws are given and signed**
6. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
7. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/We will not raise any objection for not being provided a reason for any rejection of this application.
8. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/We understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
9. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH. The full bond is to be paid on or before the commencement of the lease.
10. **PLEASE NOTE: UNTIL THE LEASE IS SIGNED AND MONEY PAID, THE PROPERTY WILL STILL BE OFFERED TO OTHER APPLICANTS.**
11. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full.
12. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
13. In accordance with section 18n (1)(b) of the Privacy Act I authorize you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application.

...../  
Applicant's Signature

...../  
Agent's Signature

# TICA ANNEXURE TO TENANCY APPLICATION

Full Name of Applicant/s: .....

## PART A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.
4. Upon approval and acceptance of your application all monies must be paid for in full by cash, bank or building society cheque or Australia Post Money Order.

## PART B

1. Has your tenancy ever been terminated by a landlord or agent?                      YES      NO  
If yes, give details: .....
2. Have you ever been refused a property by any landlord or agent?                      YES      NO  
If yes, give details: .....
3. Are you in debt to another landlord or agent?                                                              YES      NO  
If yes, give details: .....
4. Have any deductions ever been made from your rental bond?                      YES      NO
5. Is there any reason known to you that would effect your future rental payments?                                                              YES      NO  
If yes, give details: .....
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

## PART B

1. Has your tenancy ever been terminated by a landlord or agent?                      YES      NO  
If yes, give details: .....
2. Have you ever been refused a property by any landlord or agent?                      YES      NO  
If yes, give details: .....
3. Are you in debt to another landlord or agent?                                                              YES      NO  
If yes, give details: .....
4. Have any deductions ever been made from your rental bond?                      YES      NO
5. Is there any reason know to you that would effect your future rental payments?                                                              YES      NO  
If yes, give details: .....
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

1. I/We the applicant/s hereby authorise you, as the agent to conduct an enquiry with the Tenancy Information Centre Australia Pty Ltd, and any search which may verify the information provided by me/us. I/We do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my/our application.
2. I/We the Applicant/s agree and understand that this application and the supporting documents/information provided by me/us will be retained by the Agent. This information will be retained according to the Government requirements for document retention for a Real Estate Agent.

Applicant/s Signature: ..... Date: .....

Applicant/s Signature: ..... Date: .....

In the presence of ..... Date: .....

# NOTICE TO ALL TENANCY APPLICANTS

## 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing?

**ALL APPLICANTS MUST BE ACCOMPANIED BY PROOF OF INCOME (PAYSLIP OR CENTRELINK FORM).**

DRIVERS LICENCE/18+ CARD	40 POINTS *
PASSPORT	40 POINTS *
OTHER PHOTO ID	30 POINTS *
TELEPHONE ACCOUNT	30 POINTS
ELECTRICITY ACCOUNT	30 POINTS
GAS ACCOUNT	30 POINTS
BANK or CREDIT CARD STATEMENTS	30 POINTS
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS OR TENANT LEDGER	20 POINTS
RENT BOND RECEIPT	20 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

Note: Must have at least one of the items listed with an asterix "\*" next to the points.

**APPLICANT 1**

Section 1 - General Details

Name: .....

Date of Birth: .....

Phone Number: .....

Mobile Number: .....

Work Number: .....

Licence Number: ..... State: .....

Car Rego: ..... State: .....

Smoker: (please circle).....YES.....NO.....

If you are a student – Insert name of College/TAFE or Uni: .....

Email Address: .....

**Section 2 – Employment Details**

Current Occupation: .....

Employed From ..... To .....

Employer Name: .....

Address: .....

Contact Person: .....

Phone: .....

(If self employed) Accountants Name and number:

.....

Net wage: .....PER WK

**Min. 2 most recent PAYSLIPS REQUIRED**

**PENSION / BENEFIT / ENTITLEMENTS**

Benefit / Pension Type: .....

Period of Benefit: .....

Income Received: \$.....WEEK

Other Income: ...../Wk

...../Wk

**INCOME STATEMENT FROM CENTRELINK  
REQUIRED**

**APPLICANT 2**

Section 1 - General Details

Name: .....

Date of Birth: .....

Phone Number: .....

Mobile Number: .....

Work Number: .....

Licence Number: ..... State: .....

Car Rego: ..... State: .....

Smoker: (please circle).....YES.....NO.....

If you are a student – Insert name of College/TAFE or Uni: .....

Email Address: .....

**Section 2 – Employment Details**

Current Occupation: .....

Employed From ..... To .....

Employer Name: .....

Address: .....

Contact Person: .....

Phone: .....

(If self employed) Accountants Name and number:

.....

Net wage: .....PER WK

**Min 2 most recent PAYSLIPS REQUIRED**

**PENSION / BENEFIT / ENTITLEMENTS**

Benefit / Pension Type: .....

Period of Benefit: .....

Income Received: \$.....WEEK

Other Income: .....YR

.....YR

**INCOME STATEMENT FROM CENTRELINK  
REQUIRED**

## APPLICANT 1 CONT.....

### LOANS

Car Loans \$.....PW  
Home Loans \$.....PW  
Personal Loans \$.....PW

### Section 3 – Address History

Current Address: .....  
..... Rent PW: .....  
Owner or Agent: .....  
..... Phone: .....  
Owner's Address: .....  
.....  
Period of Occupancy: .....  
Reason for Leaving: .....

Previous Address: .....  
..... Rent PW: .....  
Owner or Agent: .....  
..... Phone: .....  
Owner's Address: .....  
.....  
Period of Occupancy: .....  
Reason for Leaving: .....

Names and ages of all persons wishing to occupy premises: .....

.Pets (Breeds): .....

.Registered: Yes / No

### Section 4 – References (No Family - Please ensure references can be contacted during business hours)

Name: .....  
Address: .....  
Relationship: ..... Ph: .....  
Email: .....

Name: .....  
Address: .....  
Relationship: ..... Ph: .....  
Email: .....

### Contact in Case of Emergency

(Must be Relative outside of Application)

Name: .....  
Address: .....  
Relationship: ..... Home: .....  
Work: ..... Mobile: .....  
Email: .....

## APPLICANT 2 CONT.....

### LOANS

Car Loans \$.....PW  
Home Loans \$.....PW  
Personal Loans \$.....PW

### Section 3 – Address History

Current Address: .....  
..... Rent PW: .....  
Owner or Agent: .....  
..... Phone: .....  
Owner's Address: .....  
.....  
Period of Occupancy: .....  
Reason for Leaving: .....

Previous Address: .....  
..... Rent PW: .....  
Owner or Agent: .....  
..... Phone: .....  
Owner's Address: .....  
.....  
Period of Occupancy: .....  
Reason for Leaving: .....

Names and ages of all persons wishing to occupy premises: .....

Pets (Breeds): .....

Registered: Yes / No

### Section 4 – References (No Family - Please ensure references can be contacted during business hours)

Name: .....  
Address: .....  
Relationship: ..... Ph: .....  
Email: .....

Name: .....  
Address: .....  
Relationship: ..... Ph: .....  
Email: .....

### Contact in Case of Emergency

(Must be Relative outside of Application)

Name: .....  
Address: .....  
Relationship: ..... Home: .....  
Work: ..... Mobile: .....  
Email: .....

# URGENT REQUEST FOR RENTAL REFERENCE

**FOR OFFICE USE ONLY, APPLICANTS: PLEASE SIGN BOTTOM OF PAGE**

To: The Property Manager of.....  
From: Live-N-Invest Real Estate Pty Ltd  
Phone: 47 731 006 Fax: 47734 669 Email: [jason@liveninvest.com.au](mailto:jason@liveninvest.com.au)

We have received a signed Application for Tenancy from:

Name: .....

Who resided at: .....

Please return fax to (07) 4773 4669 with a current TENANT LEDGER

1. LISTED AS TENANTS - Were the above applicant/s listed as tenants? YES NO
2. RENTAL PERIOD - From ...../...../..... TO ...../...../.....
3. TERMINATION OF THE LEASE - Terminated by TENANT AGENT  
Reason for Termination: .....
4. RENT PAYMENT - Rent amount: .....  
Payment Received on time: ALWAYS / SOMETIMES / NEVER / OTHER  
If other, please give details: .....
5. BREACHES ISSUED - Issued: YES NO  
Number of times an RTA Form 11 – Notice to Remedy Breach Issued: .....  
Additional Comments: .....
6. ROUTINE INSPECTIONS - Carried Out YES NO  
Tenancy issues arising from inspections: .....
7. PETS – Approved or kept at the property YES NO  
Type/s: .....  
Circumstances under which pets were kept: .....  
Problems caused by pets: .....
8. PROPERTY – Was the property left clean & undamaged apart from general wear & tear on vacating? YES NO  
If No, give details: .....
9. PROPERTY POSSESSION HAND OVER – Date of possession of the property was: .....  
Handed over by the tenants: ..... / ..... / .....  
Scheduled for hand over by the tenant/s: ..... / ..... / .....
10. RENTAL BOND – Rental bond refunded in full YES NO  
If No, give details: .....
11. SIGNATURES - I authorise the Agent to forward this questionnaire to all previous Agents and/or Lessors where I have rented, and I request the previous Agents and/or Lessors to honestly complete the survey as quickly as possible so that I will not be delayed in finding accommodation.

Applicant 1: ..... Date: .....

Applicant 2: ..... Date: .....