



TENANCY APPLICATION FORM

Please ensure that all pages are completed and relevant documentation is attached to ensure that we are able to commence processing your application.

HARCOURTS MUDGEERABA PROPERTY MANAGEMENT

Shop 15, Bell Central, 2 Bell Place
MUDGEERABA QLD 4213
Phone: 07 5530 6000
Fax: 07 5530 5655
Email: mudgeeraba@harcourts.com.au

Licensed Estate Agents · Auctioneers · Property Managers

INSTRUCTIONS FOR PREPARING YOUR APPLICATION FOR RESIDENTIAL TENANCY

Welcome to Harcourts Mudgeeraba. Please make sure that each person who intends to reside at the property that is 18 and over completes an application form. To assist you in ensuring your application is processed in an expedient manner, please ensure your application is returned with:

- Copies of all appropriate documentation
- All sections completed in full including contact details of referees
- All applicants have signed the application where indicated.
- Request for reference is signed authorizing Harcourts Mudgeeraba to obtain rental history.

PLEASE NOTE: Please ensure that your completed application is accompanied by copies of all required supporting documentation. In the event that you are unable to arrange copies of the required documentation, please call our office to arrange a convenient time for the copying to be completed on your behalf. Please note that a charge of \$2.00 per copy may be required prior to the copying being completed.

Failure to complete your application in full and return with required documentation will delay processing and could result in the property being leased to another applicant.

We recommend that to assist in ensuring the processing of your application that you request from your previous agent (or property owner):

- A copy of your ledger
- A letter recommending you as a tenant including dates of your lease, weekly rent paid, details of inspections whilst a tenant and a contact name for Harcourts to confirm details with
- Advising your previous agent (property owner) that we will be contacting them to confirm details of your tenancy

If you have rented several properties over the past three years, we require information from all past agents or property owners if privately leased.

Applications take up to 24 hours to process (providing all relevant referees can be contacted). This includes checks through the Tenancy Information Centre of Australia (TICA).

On approval of your application, all applicants are required to meet at this office at a scheduled time to pay at least the first two weeks rent and also sign the lease agreements. It will then be necessary for you to pay the balance of the money, being the bond, equivalent to 4 weeks rent for the bond, prior to the commencement of the lease.

PLEASE NOTE: The property will remain available until the General Tenancy Agreement is signed by all parties and a minimum of the first two weeks rent has been paid. We accept Bank Cheque or Money Order for these initial payments.

A representative of our office will be in contact with you once the application process has been completed. Should you have any questions regarding this process, please do not hesitate to contact us.

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

**BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT
MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS.**

- | | | |
|--------------------------|---|--------------------|
| <input type="checkbox"/> | Last 4 Rent Receipts/Tenant Ledger | = 50 POINTS |
| <input type="checkbox"/> | Drivers Licence/Passport/18+ Card | = 40 POINTS |
| <input type="checkbox"/> | Bank Card/Medicare Card/Credit Card | = 10 POINTS |
| <input type="checkbox"/> | Current Centre link Statement | = 40 POINTS |
| <input type="checkbox"/> | Proof of Income (total of four pay slips) | = 40 POINTS |
| <input type="checkbox"/> | If Self-Employed, Bank Statement & EOFY Statement from Accountant | = 40 POINTS |
| <input type="checkbox"/> | Council Rates Notice | = 40 POINTS |
| <input type="checkbox"/> | MIN. 2 Written References from Previous or Current Agent | = 20 POINTS |
| <input type="checkbox"/> | References From Employer | = 20 POINTS |
| <input type="checkbox"/> | Current M.V Registration Papers | = 10 POINTS |
| <input type="checkbox"/> | Copy of Telephone, Electricity or Gas Account | = 10 POINTS each |
| <input type="checkbox"/> | Copy of Birth Certificate | = 10 POINTS |

TOTAL:

Proof of income must be supplied with this application

Please provide:

- **four recent pay slips; or**
- **a letter from your employer stating your income; or**
- **a statement or letter from Centrelink detailing your payments; or**
- **if self employed, a bank statement and financial year statement from accountant.**

SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS, PLEASE CONTACT OUR AGENCY FOR ADVICE.

ALL TENANCY APPLICANTS ARE REFERRED TO TICA (Tenancy Information Centre of Australia) AND OTHER RELEVANT TENANCY DATA BASES FOR CONFIRMATION OF DETAILS SUPPLIED.

DISCLAIMER/AUTHORITY

I/We, the said applicant/s, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my/our own free will. I/We further authorise the leasing/managing agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I/We, the said applicant/s, do solemnly and sincerely declare that I/we am/are over 18 years of age and eligible to enter into this agreement.

I/We, the said applicant/s, do solemnly and sincerely declare:-

1. I/We have inspected the property located at: _____
2. I/We have, of my/our own accord, decided that I/we wish to rent the aforementioned property commencing ___/___/___ for a period of _____.
3. I/We have been informed, understand and agree that the rental for the aforementioned property is to be \$_____ per week, and that this rental is within my/our means to support.
4. I/We have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be paid 2 weeks in advance.
5. I/We have been informed, understand and agree that the bond for the aforesaid property will be \$_____ and I/we further agree and undertake to pay the said bond on/before signing the tenancy agreement. I/We further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I/We acknowledge that it is a policy of the agency not to accept Bond Loans and I am bound to pay the bond in full either by way of Bank Cheque or Money order or Direct Transfer prior to the commencement of my lease.
7. I/We as the tenant/s agree to paying rental monies into the Agents' Trust Account via Direct Transfer using the "property address" as reference to ensure that all rental monies can be easily identified and allocated against my ledger.
8. I/We have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I/we authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
9. I/We have been informed, understand and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me/us.
10. I/We have been informed, understand, and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me/us.
11. I/we have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
12. I/We understand that agent will be carrying out regular routine inspections of the property as part of the property owner's instructions and agree to co-operate with the agent to ensure that these can be undertaken without opposition.

PRIVACY ACKNOWLEDGEMENT

In accordance with Section 18n(1)(b) of the Privacy Act, I/we authorize you to give information to and obtain information from all credit providers and references named in this application. I/We understand this can include information about my/our credit worthiness, credit standing, credit history and/or credit capacity. I/We understand this information may be used to assess my/our application.

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

WITNESS NAME: _____

WITNESS SIGNATURE: _____



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APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY ADDRESS: _____

NAME OF APPLICANTS: _____

PROPERTY MANAGER: _____ DATE: __/__/__

PERSONAL DETAILS

Name in Full:

Surname: _____ Given Names: _____ DOB __/__/__

Contact Details:

Phone: _____ Work: _____ Mobile: _____ Fax: _____

Work email: _____ Private email: _____

Have you been known by any other name? Yes/No

If yes, what other name have you been known by? _____

Drivers Licence No: _____ State: _____ Passport: _____ Country _____

PERSONAL DETAILS



Phone: **1300 554 323**
 Fax: **1300 889 598**
 Email: **info@connectnow.com.au**
 Internet: **www.connectnow.com.au**

A Free Service -Connecting Your Utilities Has Never Been Easier!

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Harcourts Connect is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections. Harcourts Connect also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. Harcourts Connect is powered by ConnectNow. This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow.

If you would like ConnectNow to contact you to discuss any of the above services please tick the box and a Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date.

While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

PRIVACY POLICY: The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law

Call me to connect **Yes**

Signed: _____ Date / /

ID: 9683

ADDRESS DETAILS

Present address: _____ Own/ Rent/Sold _____
Name of Agent/Owner: _____ Weekly rent: _____
Address of Agent/Owner: _____ Phone: _____
Period of Occupancy: _____ Reason for leaving: _____

Previous address: _____ Own/Rent/Sold _____
Name of Agent/Owner: _____ Weekly rent: _____
Address of Agent/Owner: _____ Phone: _____
Period of Occupancy: _____ Reason for leaving: _____

VEHICLE DETAILS

Make of vehicle: _____ Vehicle Model: _____ Registration: _____
How many vehicles will be housed at the property including your own? _____

DEPENDANTS

Do you have any dependants? Yes/No If so, how many _____
Name of dependants other than applicant/s who will be residing at the property:
Name: _____ Age: ___ DOB ___/___/___ Relationship to applicant _____
Name: _____ Age: ___ DOB ___/___/___ Relationship to applicant _____
Name: _____ Age: ___ DOB ___/___/___ Relationship to applicant _____
Name: _____ Age: ___ DOB ___/___/___ Relationship to applicant _____

WORK/EMPLOYMENT HISTORY

Are you employed? Yes/No
If employed on what terms permanent/Fulltime/Casual/Parttime/Centrelink/Contract/Other _____
Occupation: _____ Weekly Salary: _____ Period of Employment _____
Employer: _____ Phone: _____ Contact Person: _____
Employer's address: _____
Previous Employment: On what terms? Permanent/Fulltime/Casual/Part/Centrelink/Contract/Other: _____
Occupation: _____ Weekly Salary: _____ Period of Employment _____
Employer: _____ Phone: _____ Contact Person: _____
Employer's address: _____

PERSONAL REFERENCES

Name: _____ Occupation _____ Relationship to Applicant: _____
Phone: _____ Mobile: _____ Email: _____
Name: _____ Occupation _____ Relationship to Applicant: _____
Phone: _____ Mobile: _____ Email: _____

NAME OF RELATIVE OR OTHER PERSON TO CONTACT IN EMERGENCY

Name: _____ Address: _____ Relationship: _____
Phone: _____ Mobile _____ Email _____
Name: _____ Address: _____ Relationship: _____
Phone: _____ Mobile _____ Email _____

SELF EMPLOYED

How long have you been self-employed? _____ Business Name: _____
How long has the business been established: _____ ABN: _____ Phone: _____
Address of Business: _____ Postal Address: _____
Accountant's Name: _____ Accountant's phone: _____

*** Please attach past 3 month's bank statements and letter from Accountant.**

IF STUDENT

If you are a student, what University, Tafe or School do you attend? _____
Student Identification Number: _____ Are you an overseas student? Yes/No
Visa Expiry Date: _____ Who is responsible for your rental payments? _____
If person other than you is responsible for your rental payments please provide full details: _____

PET DETAILS

Do you own a pet? Yes/No if yes will the pet be staying with you at the property? Yes/No
How many pets do you have? _____ What type of pet do you have _____
What is the breed of your pet/s? _____ What is the age of your pet? _____
Have you ever leased a property with your pet before? Yes/No If yes, which property? _____
Have you ever leased a property with your pet before? Yes/No If yes, which council? _____
Please supply a copy of the Council Certificate. Do you have a reference for your pet? Yes/No
If yes, please supply.

NAME/S OF PERSONS OTHER THAN APPLICANTS WISHING TO OCCUPY THE PREMISES

Name: _____ Age ____ DOB __/__/__ Relationship to Applicant: _____
Name: _____ Age ____ DOB __/__/__ Relationship to Applicant: _____
Name: _____ Age ____ DOB __/__/__ Relationship to Applicant: _____
Name: _____ Age ____ DOB __/__/__ Relationship to Applicant: _____

NAMES OF OTHER APPLICANTS APPLYING FOR THIS PROPERTY

Name: _____ Relationship to Applicant: _____
Name: _____ Relationship to Applicant: _____
Name: _____ Relationship to Applicant: _____

TICA & OTHER RELEVANT TENANT DATA BASES – TENANCY HISTORY CHECK

Part A

- 1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided missing information could jeopardise your application.
- 2. The completion of the annexure does not constitute an offer of 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.

Part B

- 1.a) has any lessor or agent ever evicted you? Yes/No If yes please give details: _____
- b) Has any lessor or agent ever refused you another property? Yes/No If yes please give details: _____
- c) Are you in debt to another lessor or agent? Yes/No If yes please give details: _____
- d) Is there any reason known to you that would affect your capacity to pay rent?
Yes/No If yes please give details: _____
- e) Where any deductions made from your rental bond at your last address?
Yes/No If yes please give details: _____
- f) Have any deductions made from your rental properties?
Yes/No If yes please give details including the address of the property:

2. I (name) _____, the applicant hereby authorise you as the agent to conduct an enquiry with Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to the Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to assist in the assessment of my application.

APPLICANT'S DECLARATION

Applicant's Declaration: I (name) _____ the applicant do solemnly and sincerely declare that I am over 18 years of age and am not a bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises _____(property address and wish to take tenancy of such premises for a period of (lease term) _____ from __/__/__ at a rental of \$ _____ per week and that the rental to be paid is within my means. I also undertake to pay a Rental Bond of \$ _____ upon signing by me of the tenancy agreement.

Signed: _____ Date: _____

In the presence of _____ Signature: _____



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REQUEST FOR REFERENCE

Managing Agent: ATT: Property Management Dept
Phone: Fax:
Tenant: Date:
Property Address:

We appreciate your urgent attention to answering the following questions, in order for us to expedite the processing of the clients application. Our applicant has advised that they have either recently or in the past leased a property through your agency and in order for us to process their application thoroughly and with the appropriate due diligence, it is imperative that these questions are answered accurately.

Is/Was the applicant listed as a lessee at the above address?
Weekly rent of property leased by tenant/s:
What date did the lease commence?
Is the applicant on a fixed term lease at present?
What date did the tenant's vacate?
Did the tenant's vacate of their own volition?
If a Notice to Leave was issued, why was the notice issued?

Did the tenant/s pay the rent on time and as per their General Tenancy Agreement?
Did the tenant/s ever receive any breach notices and if so when and for what reason?

Were the routine inspections satisfactory and did you receive complete co-operation from the tenant/s in conducting the inspections?
If no, why?
Did or will the tenant/s receive a full bond refund?
If not, for what purpose where deductions made?
Would the lessor or your agency ever rent a property to the tenant/s again?
If no, for what reason would the application be denied?
Your name and position:

In accordance with Section 18n(1)(b) of the Privacy Act I/we the applicant/s hereby authorise Harcourts Mudgeeraba to request the above information and to discuss our tenancy history whilst leasing a property through your agency.

Tenant Name: Signature: Witness:
Tenant Name: Signature: Witness:

Thanking you in anticipation of a swift response. If I haven't heard from you, I will call you and am happy to seek your answers over the phone.

PLEASE ATTACH A LEDGER & RETURN THE COMPLETED FORM TODAY
BY FAX TO: 07 5530 5655