

## INSTRUCTIONS FOR PREPARING YOUR APPLICATION FOR RESIDENTIAL TENANCY

Welcome to Harcourts Coorparoo. 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

**PLEASE NOTE: We are unable to copy the necessary documentation on your behalf. This must accompany your application. However, should you be unable to arrange copies of the required documentation, please call our office to arrange a time for the copying to be completed. Furthermore, please note there is a charge of \$2.00 per copy to be paid immediately prior to the copying being finished.**

Failure to complete you 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 owner 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 **acceptance** of this 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 Direct Deposit. Proof of Direct Deposit must be presented at time of meeting.**

Should you require access to the property for the purpose of having the electricity and gas connected, you are able to sign out the keys for a specified period of time prior to the lease taking effect.

Please do not hesitate to call us if you have any further queries regarding your application.

## APPLICATION TO RESIDENTIAL TENANCY

Name of applicant/s: .....

.....

.....

Property Address: ..... Rent: ...../ week

Period of Occupancy: ..... Months. Commencing: ...../...../..... Expiring:...../...../.....

Total number of persons to occupy premises:

Adults (over 18yrs): ..... Children (under 18yrs): ..... Ages: .....

Smoking (Are any of the applicants/ dependants smokers)? **Yes** / **No**

Pets: **Yes / No** Breed: ..... Age: .....

Please provide your preferred contact details: Mobile: .....

Home Ph: ..... Work Ph: ..... Email: .....

**MUST HAVE TWO OF THE FOLLOWING TO SUBMITT YOUR RENTAL APPLICATION**  
**(some may not be applicable)**

Pay Slips	<input type="checkbox"/>	Profit and Loss Statement	<input type="checkbox"/>
Bank Statements	<input type="checkbox"/>	Tax Return (business only)	<input type="checkbox"/>
Family Allowances	<input type="checkbox"/>	Rent Assistance	<input type="checkbox"/>

**PLUS 100 POINTS OF IDENTIFCATION**

Item	Points		Item	Points	
Drivers Licence	30	<input type="checkbox"/>	Medicare Card	15	<input type="checkbox"/>
Passport	30	<input type="checkbox"/>	Bank Debit/ credit card	15	<input type="checkbox"/>
Other Photos ID	20	<input type="checkbox"/>	Bank Statement	15	<input type="checkbox"/>
Current Pay slips	15	<input type="checkbox"/>	Telephone Account	15	<input type="checkbox"/>
Previous tenancy Reference	20	<input type="checkbox"/>	Electricity Account	15	<input type="checkbox"/>
Previous 3 rent receipts or tenant ledger	20	<input type="checkbox"/>	Gas Account	15	<input type="checkbox"/>

**DECLARATION**

I, the Applicant, herby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this applicant be approved, I acknowledge that I will be required to pay the following amounts:

\$ ..... rent per week, or \$ ..... rent per calendar month

First payment of rent in advance:	\$
Rental Bond	\$
Subtotal	\$
Amount payable upon signing Tenancy Agreement:	\$

## APPLICANT 1

### PERSONAL DETAILS

Name: ..... Date Of Birth: .....  
 (Given names) (Surname)  
 Drivers Licence No: ..... State: .....  
 Passport No: ..... Passport Country: .....  
 Current Address: .....  
 Home Phone: ..... Mobile: .....  
 Work Phone: ..... Email: .....

### NEXT OF KIN (must be someone you do not live with)

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

### CURRENT RENTAL HISTORY

Current Address: .....  
 Length of Tenancy: ..... Rent Paid: ..... / week/ fortnight/ month  
 Reason for Leaving: .....  
 Name of Landlord/Agent: ..... Phone: ..... Fax: .....

### PREVIOUS RENTAL HISTORY

Previous Address: .....  
 Length of Tenancy: ..... Rent Paid: ..... / week/ fortnight/ month  
 Reason for Leaving: .....  
 Name of Landlord/Agent: ..... Phone: ..... Fax: .....  
 Was a full BOND refunded: Y / N if no reason: .....

### PREVIOUS RENTAL HISTORY 2 (if current rental is less than 6 months)

Previous Address: .....  
 Length of Tenancy: ..... Rent Paid: ..... / week/ fortnight/ month  
 Reason for Leaving: .....  
 Name of Landlord/Agent: ..... Phone: ..... Fax: .....  
 Was a full BOND refunded: Y / N if no reason: .....

### CURRENT EMPLOYMENT HISTORY

Company Name: ..... Business Type: .....  
 Business Address: ..... Phone: .....  
 Position Held: ..... Period of Employment: .....  
 Accountant Name: ..... Phone: .....

### INCOME

Net Weekly Employment Income: .....  
 Net Weekly Income from Other Sources: .....  
 Source(s) of other income: .....

### STUDENT INFORMATION (if applicable)

Place of Study: ..... Course Name: .....  
 Course Length: ..... Enrolment/ Student No: .....  
 Campus Contact: ..... Contact Number: .....  
 Course Coordinator: ..... Contact Number: .....

### REFEREES

Business Referee: ..... Relationship: .....  
 Phone: ..... Mobile: .....  
 Personal Referee: ..... Relationship: .....  
 Phone: ..... Mobile: .....

<b>APPLICANT 2</b>	
<b>PERSONAL DETAILS</b>	
Name: ..... (Given names)	Date Of Birth: ..... (Surname)
Drivers Licence No: .....	State: .....
Passport No: .....	Passport Country: .....
Current Address: .....	
Home Phone: .....	Mobile: .....
Work Phone: .....	Email: .....
<b>NEXT OF KIN (must be someone you do not live with)</b>	
Name: .....	Relationship: .....
Address: .....	
Home Phone: .....	Mobile: .....
Email: .....	
Name: .....	Relationship: .....
Address: .....	
Home Phone: .....	Mobile: .....
Email: .....	
<b>CURRENT RENTAL HISTORY</b>	
Current Address: .....	
Length of Tenancy: .....	Rent Paid: ..... / week/ fortnight/ month
Reason for Leaving: .....	
Name of Landlord/Agent: .....	Phone: ..... Fax: .....
<b>PREVIOUS RENTAL HISTORY</b>	
Previous Address: .....	
Length of Tenancy: .....	Rent Paid: ..... / week/ fortnight/ month
Reason for Leaving: .....	
Name of Landlord/Agent: .....	Phone: ..... Fax: .....
Was a full BOND refunded: Y / N if no reason: .....	
<b>PREVIOUS RENTAL HISTORY 2 (if current rental is less than 6 months)</b>	
Previous Address: .....	
Length of Tenancy: .....	Rent Paid: ..... / week/ fortnight/ month
Reason for Leaving: .....	
Name of Landlord/Agent: .....	Phone: ..... Fax: .....
Was a full BOND refunded: Y / N if no reason: .....	
<b>CURRENT EMPLOYMENT HISTORY</b>	
Company Name: .....	Business Type: .....
Business Address: .....	Phone: .....
Position Held: .....	Period of Employment: .....
Accountant Name: .....	Phone: .....
<b>INCOME</b>	
Net Weekly Employment Income: .....	
Net Weekly Income from Other Sources: .....	
Source(s) of other income: .....	
<b>STUDENT INFORMATION (if applicable)</b>	
Place of Study: .....	Course Name: .....
Course Length: .....	Enrolment/ Student No: .....
Campus Contact: .....	Contact Number: .....
Course Coordinator: .....	Contact Number: .....
<b>REFEREES</b>	
Business Referee: .....	Relationship: .....
Phone: .....	Mobile: .....
Personal Referee: .....	Relationship: .....
Phone: .....	Mobile: .....

## APPLICANT 3

### PERSONAL DETAILS

Name: ..... Date Of Birth: .....  
 (Given names) (Surname)  
 Drivers Licence No: ..... State: .....  
 Passport No: ..... Passport Country: .....  
 Current Address: .....  
 Home Phone: ..... Mobile: .....  
 Work Phone: ..... Email: .....

### NEXT OF KIN (must be someone you do not live with)

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

### CURRENT RENTAL HISTORY

Current Address: .....  
 Length of Tenancy: ..... Rent Paid: ..... / week/ fortnight/ month  
 Reason for Leaving: .....  
 Name of Landlord/Agent: ..... Phone: ..... Fax: .....

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 Name of Landlord/Agent: ..... Phone: ..... Fax: .....  
 Was a full BOND refunded: Y / N if no reason: .....

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 Length of Tenancy: ..... Rent Paid: ..... / week/ fortnight/ month  
 Reason for Leaving: .....  
 Name of Landlord/Agent: ..... Phone: ..... Fax: .....  
 Was a full BOND refunded: Y / N if no reason: .....

### CURRENT EMPLOYMENT HISTORY

Company Name: ..... Business Type: .....  
 Business Address: ..... Phone: .....  
 Position Held: ..... Period of Employment: .....  
 Accountant Name: ..... Phone: .....

### INCOME

Net Weekly Employment Income: .....  
 Net Weekly Income from Other Sources: .....  
 Source(s) of other income: .....

### STUDENT INFORMATION (if applicable)

Place of Study: ..... Course Name: .....  
 Course Length: ..... Enrolment/ Student No: .....  
 Campus Contact: ..... Contact Number: .....  
 Course Coordinator: ..... Contact Number: .....

### REFEREES

Business Referee: ..... Relationship: .....  
 Phone: ..... Mobile: .....  
 Personal Referee: ..... Relationship: .....  
 Phone: ..... Mobile: .....

## Terms Of Application

1. **Applicant's Warranty**  
The Applicant/s warrant/s
  1. The detail provided on their Applicant Details Sheet are true and correct
  2. No Applicants bankrupt or insolvent.
2. **Applicant/s Agree/s**  
The Applicant/s agree/s
  1. They have inspected the Premises in Item (1) and accept its condition.
  2. Where the Applicant has been given a 18a Form General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the *Residential Tenancies and Rooming Accommodation Act 2008*, then:
    1. On acceptance of this Application for Tenancy by the land lord being notified to the Applicant/s verbally or in writing, the applicant/s will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 2 (2)
    2. Upon the signing of the Tenancy Agreement to pay the Bond and Rent amount in Item (1) in an approved way as more particularly set out in the Tenancy Agreement.
    3. The Applicant/s will forthwith upon receipt of same, sign the completed Tenancy Agreement.
    4. This Application for Tenancy, unless accepted creates no contractual or legal obligations between the parties.
  - (3) That the Landlord/ Agent are not required to give an explanation to the Applicant/s for any Applications not approved.
3. **Holding Deposit**  
Note: Clauses contained under the heading "Holding Deposit" shall only apply where Holding Deposit details have been completed in Item (1) of the Item Schedule.
  - 3.1 If the Applicant/s have paid to the Agent a holding Deposit, such Holding Deposit, if the Application is successful and a Tenancy Agreement is entered into, will be applied in full or part payment of the Rental Bond and any remainder applied towards the Rent for the Tenancy Agreement.
  - 3.2 Should the Application for Tenancy b successful and the Applicant/s fail to, within the Holding Deposit Acceptance Period:
    1. Accept the offer tenancy; or
    2. Otherwise notify the Landlord/ Agent of their intentions not to proceed with the tenancy; or;
    3. Having notified of their intention to accept the tenancy, not taken all necessary and reasonable steps to enter into a Tenancy Agreement.

Then any Holding Deposit paid by the Applicant/s will be forfeited to the Landlord.
  - 3.3 Should the Applicant/s for Tenancy not be accepted, the Holding Deposit will be refunded in full to the Applicant/s
  - 3.4 The Applicant/s acknowledge the Landlord/ Agent will not accept a Holding Deposit from another prospective tenant until the expiration of the Holding Deposit Acceptance Period (Item 1) which unless otherwise specified shall be 48 hours from the giving of a receipt.
4. **Privacy Statement**
  - 4.1 The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and where required maintain a Privacy Policy.
  - 4.2 The Privacy Policy outlines how the Agent collects and use personal information provided by you as the Applicant/s or obtained by other means, to assess your application for the residential tenancy and provide the services required by you or on your behalf.
  - 4.3 You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose such information to:
    1. The Landlord as Owner of the Premises to which this Application for Tenancy Applies; &/or
    2. Residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
    3. Tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
    4. Pervious managing agents and nominated Referees to confirm information provided by you; &/or
    5. The Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the premises and use of the Agent's services;
    6. The utility connection provider, where you have opted for such a service item (4), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
    7. Body Corporate
  - 4.4 With out provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
  - 4.5 The Applicant/s have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
  - 4.6 The agent will provide (where applicable), on request, a copy of its Privacy Policy.
5. **Provision of Documents**  
The Parties agree to the delivery and service of documents or other communication via electronic mean including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.
  6. Note to Applicants/s
    - 6.1 The Following documents form part of this Application:
      1. Application for Tenancy
      2. Terms of Application
      3. Each Applicants, Applicant Details Sheet
      4. Any other annexure and/or special conditions as provided by the Agent.
    - 6.2 Each Applicant must read and initial every page as acceptance of the information provided
    - 6.3 For the purpose of service of notice, service on any one Applicant shall be deemed to be served on all Applicants.

I acknowledge that this application is subject to the approval of the owner. I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

.....  
**Applicant Name**

.....  
**Signature**

.....  
**Date**

.....  
**Applicant Name**

.....  
**Signature**

.....  
**Date**

.....  
**Applicant Name**

.....  
**Signature**

.....  
**Date**



MAKES MOVING EASY

**DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.**

Simply complete the form below, select the services you would like organised and return this form to your Agent. Direct Connect will then contact you to confirm your details and service request.

## SERVICES WE connect

 ELECTRICITY	 GAS	 INSURANCE	 INTERNET	 PHONE	 PAY TV	 REMOVALISTS	 CLEANING	 TRUCK HIRE
--	--	--	---	--	---	--	---	---

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

PERSONAL DETAILS		
Title	Given Name	
Surname	Date of Birth	
Mobile phone	Home phone	Work phone
Email Address		

ADDRESS DETAILS	
New address connection details - Address you are moving to	Connection date (if known)



**We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.**

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature
Date

**Harcourts Coorparoo**  
 346 Old Cleveland Road,  
 Coorparoo QLD 4151  
**Ph:** (07) 3712 0700  
**Email:** coorparoo@harcourts.com.au



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