



TENANCY APPLICATION FORM

Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed.

HARCOURTS SPRINGFIELD
13/31 Springfield Lakes Boulevard,
Springfield Lakes QLD 4300
Phone: 07 3288 5222
Fax: 07 3288 5999
Email: springfield@harcourts.com.au

**PLEASE ENSURE THAT ALL I.D. IS PHOTOCOPIED BEFORE HANDING IN
YOUR APPLICATION**

ORIGINAL PHOTO I.D. MUST BE SIGHTED IN OUR OFFICE

Licensed Estate Agents • Auctioneers • Property Managers



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TENANCY APPLICATION—GUIDE TO COMPLETION

HARCOURTS WELCOMES YOUR APPLICATION AND ANY QUERIES YOU MAY HAVE. THE FOLLOWING INFORMATION AND CHECKLIST WILL ASSIST YOU TO COMPLETE THE TENANCY APPLICATION SO THAT IT CAN BE PROCESSED AS QUICKLY AS POSSIBLE.

Please read prior to completing your application

1. One application must be completed for each intended occupant
2. Daytime contact details must be included
3. All questions must be answered unless not applicable and noted accordingly
4. This application can not be processed until it is fully completed, signed where requested and provided along with copies of ALL supporting documentation being attached.
5. Failure to complete this application in full and provide the necessary copies of all documentation will put your application at risk.

The I.D. listed in the section below must be supplied where applicable and total **100 points**

DRIVER'S LICENCE	40 POINTS	<input type="checkbox"/>
PASSPORT	40 POINTS	<input type="checkbox"/>
BIRTH CERTIFICATE	30 POINTS	<input type="checkbox"/>
OTHER PHOTO ID	30 POINTS	<input type="checkbox"/>
MEDICARE CARD	20 POINTS	<input type="checkbox"/>
CREDIT CARD	20 POINTS	<input type="checkbox"/>
CURRENT PAY SLIP	20 POINTS	<input type="checkbox"/>
2 RENT RECEIPTS	20 POINTS	<input type="checkbox"/>
MOTOR VEHICLE REGISTRATION or or	10 POINTS	<input type="checkbox"/>
BANK STATEMENT	10 POINTS	<input type="checkbox"/>
PHONE/GAS/ELECTRICITY ACCOUNT	10 POINTS	<input type="checkbox"/>

The items listed in this section must be supplied where applicable as **Proof of your Income.**

LAST 2 PAYSLEIPS	<input type="checkbox"/>
EMPLOYMENT LETTER	<input type="checkbox"/>
CENTRELINK STATEMENT	<input type="checkbox"/>
BANK STATEMENTS	<input type="checkbox"/>
ACCOUNTANTS LETTER (IF SELF EMPLOYED)	<input type="checkbox"/>



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TENANCY APPLICATION

RENTAL PROPERTY ADDRESS: _____

RENT PER WEEK: \$ _____ BOND: \$ _____

COMMENCEMENT DATE: / / LENGTH OF TENANCY: 6 MONTHS / 12 MONTHS

APPLICANT DETAILS	FULL NAME:	
	HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAME? YES <input type="checkbox"/> NO <input type="checkbox"/>	
	IF YES; PLEASE SPECIFY:	
	☎ HOME :	☎ WORK:
	☎ MOBILE:	EMAIL:

PERSONAL DETAILS	DATE OF BIRTH: / / AGE:	SMOKER: YES <input type="checkbox"/> NO <input type="checkbox"/>
	DRIVERS LICENCE NO:	EXPIRY:
	PASSPORT NO:	EXPIRY:

OCCUPANCY DETAILS	TOTAL NUMBER OF OCCUPANTS WHO WILL LIVE AT THIS PROPERTY:	PETS: YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PLEASE COMPLETE BELOW
	NUMBER OF CHILDREN (if any):	PET:
	AGE OF CHILDREN:	DOG <input type="checkbox"/> CAT <input type="checkbox"/> OTHER <input type="checkbox"/> BREED:
	NAME OF <u>ALL</u> APPLICANT'S TO OCCUPY PROPERTY (INCLUDING CHILDREN) :	

CURRENT RENTAL DETAILS	CURRENT ADDRESS:	
	CURRENT RENT: \$ PER WEEK	HOW LONG HAVE YOU LIVED THERE?
	AGENT/LESSOR:	
	☎ BUSINESS:	LIVING WITH PARENTS <input type="checkbox"/>
		HOME OWNER <input type="checkbox"/>
	WAS YOR BOND REFUNDED IN FULL? YES/NO IF NO, GIVE REASON:	



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PREVIOUS ADDRESS DETAILS	PREVIOUS ADDRESS:		
	PREVIOUS RENT: \$	PER WEEK	HOW LONG HAVE YOU LIVED THERE?
	AGENT/LESSOR:		
	BUSINESS:	LIVING WITH PARENTS	
		HOME OWNER	
WAS YOUR BOND REFUNDED IN FULL? YES/NO			
IF NO, GIVE REASON:			
EMPLOYMENT	CURRENT EMPLOYER:		LENGTH OF EMPLOYMENT:
	POSITION:		FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> CASUAL <input type="checkbox"/>
	CONTACT NAME:		NET WEEKLY INCOME: \$
	BUSINESS	FAX:	
	EMAIL:		
CURRENT STUDENTS	NAME OF UNIVERSITY/TAFE THAT YOU ATTEND:		
	STUDENT I.D. NUMBER:		
	OVERSEAS STUDENT: YES/NO		VISA EXPIRY: / /
EMERGENCY CONTACT	NAME:		RELATIONSHIP:
	ADDRESS:		
	HOME:	WORK:	MOBILE:
REFERENCES	Please provide the names and contact details of THREE personal references that DO NOT live with you and are NOT relatives.		
	NAME:	RELATIONSHIP:	DAYTIME CONTACT:
	NAME:	RELATIONSHIP:	DAYTIME CONTACT:
	NAME:	RELATIONSHIP:	DAYTIME CONTACT:



TENANCY PRIVACY STATEMENT:

This form is to be accompanied by an Application for Tenancy. Your application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Harcourts collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 07 3288 5222

Facsimile: 07 3288 5999

Email: springfield@harcourts.com.au

In Person: 13/31 Springfield Lakes Blvd, Springfield Lakes

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee—for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks—for rental payment facilities and financial records, employers—for reference purposes.

PLEASE NOTE:

1. This application is subject to owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form
3. Initial bond and rental payments must be paid by DEFT payment to the Harcourts Southwest Central Trust Account.
4. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
5. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE:

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS:

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 28 days.

SUCCESSFUL APPLICATIONS:

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No actions will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Harcourts that all rental payments are made via DEPT system as payment of your weekly rent.

Signed by the:

Applicant: _____

Print Name: _____

Date: _____

Witness: _____



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

A Free Service
Disconnecting and Reconnecting Your Utilities Has Never Been Easier!

When you vacate a property it is your responsibility to disconnect the utilities. Harcourts Connect is a simple and convenient time saving service assisting you to disconnect and reconnect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect is powered by ConnectNow.

Simply fill in your details below and ConnectNow 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 call 1300 554 323 to ensure connection and disconnection can be completed by your requested date.

Dr Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Date of Birth ____/____/____ Drivers Licence No _____ State Issued _____

Home Ph: _____ Work Ph: _____ Mobile: _____

Email: _____

Vacating Property Address: _____ Postcode: _____

Disconnect Utilities on: ____/____/____ (we will contact you to confirm details before disconnecting)

When we contact you, please have your electricity, gas and phone account numbers ready. Note: We can only disconnect a Telstra phone line, and only when connecting a phone line at another property.

New Property Address: _____ Postcode: _____

Reconnect Utilities on: ____/____/____ (we will contact you to arrange connections at the new property)

DECLARATION:

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider/s. The privacy of our customers is of vital importance to Harcourts Connect.

I consent to the collection of my personal information by Harcourts Connect Pty Ltd CAN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Harcourts Connect's Privacy Policy (which is available for my inspection at www.connectnow.com.au/hct) Harcourts Connect and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Harcourts Connect at any time if I do not want to receive that information from Harcourts Connect or if I want to update my personal information. I agree that neither Harcourts Connect 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, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that's there is easy access to the meters. 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 Harcourts Connect may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by Harcourts Connect.

Is the electricity currently on Yes/No

Does the property have: Bottle Gas Main Gas Electricity Only

Signed: _____ Date: ____/____/____



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RENTAL REFERENCE

To be completed by current/past agent/lessor

PLEASE RETURN FAX TO : HARCOURTS PROPERTY MANAGEMENT DEPT.

FAX: 07 3288 5999 PHONE: 07 3288 5222 EMAIL: springfield@harcourts.com.au

AGENTS NAME:	FAX:
APPLICANTS NAME:	
PROPERTY ADDRESS:	
<u>PLEASE SUPPLY A COPY OF THE TENANT LEDGER</u>	
RENT PAID PER WEEK: \$	RENT PAID ON TIME <input type="checkbox"/> YES <input type="checkbox"/> NO
HOW LONG HAS THE TENANT BEEN RESIDING IN THE PREMISES?	
ANY NOTICE TO REMEDY BREACHES? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT FOR?
ANY NOTICE TO LEAVE NOTICES ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT FOR?
ARE THE TENANTS ON A CURRENT LEASE? <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPIRY DATE:
DURING THE ROUTINE INSPECTIONS, WHAT WAS THE CONDITION OF THE PROPERTY?	
DID THE TENANT HAVE ANY PETS ON THE PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, TYPE:
WOULD YOU RENT TO THE APPLICANT AGAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMMENTS:	
AGENT SIGNED:	DATE:

TO BE COMPLETED BY APPLICANT

PRIVACY ACT ACKNOWLEDGEMENT

IN ACCORDANCE WITH THE SECTION 18N (1) (B0 OF THE PRIVACY ACT, I AUTHORISE YOU TO GIVE INFORMATION TO AND OBTAIN INFORMATION FROM ALL CREDIT PROVIDERS AND REFERENCES NAMED IN THIS APPLICATION. I UNDERSTAND THIS INFORMATION WILL BE USED TO ASSESS MY APPLICATION.

APPLICANT NAME: _____

APPLICANTS SIGNATURE: _____ DATE: _____