

TENANCY APPLICATION FORM



Ultimate Property Management
 143 Sutton St Redcliffe 4020
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MARKING AN APPLICATION

- Each person over the age of 18 who intends to reside at the property must complete an application form, even if they will not be a lease holder (two applications per form).
- Applications take 48 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 attend the office within 48 hours to pay a minimum two week rental deposit on the property and sign all relevant documents. The bond for the property (equivalent of 4 weeks rent) will need to be paid prior to the lease commencement date. Until the lease is signed by all parties and a two week deposit is paid, the property will remain available to other applicants.
- Please note we do NOT have cash or card facilities available in the office, we do accept Bank Cheques/ Money Orders for these initial payments (personal cheques cannot be used for initial payment).

IDENTIFICATION DOCUMENT CHECKLIST

Please supply the following documents: (both applicants will need to provide all of these documents)

	APPLICANT 1	APPLICANT 2
Drivers licence/ 18+ card/ Passport	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Card	<input type="checkbox"/>	<input type="checkbox"/>
Proof of current address (lease agreement/ utility bill/ rates notice	<input type="checkbox"/>	<input type="checkbox"/>
Proof of income (4x most recent payslips and/or bank statement)	<input type="checkbox"/>	<input type="checkbox"/>
If receiving Centrelink please attach a full copy of a current Income Statement	<input type="checkbox"/>	<input type="checkbox"/>

If self employed please attach Business account statement and EOFY statement from accountant.

UTILITY CONNECTION SERVICES



A free service – Connecting Your Utilities Has Never Been Easier
 Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia’s leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. A Harcourts Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

I acknowledge that I have read the product disclosure statement on the Privacy Consent page on the back of the application.

Applicant 1- Print Name: _____ Signature: _____
 Applicant 2- Print Name: _____ Signature: _____

OFFICE USE ONLY

Has applicant viewed property: Yes / No	Date viewed:
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PROPERTY ADDRESS

ADDRESS OF PROPERTY APPLYING FOR:

APPLICANT ONE

Mr/Miss/Ms/Mrs	Surname:	Given names:
Date of birth:	Drivers licence number:	
Phone:	Mobile:	Email address:
Have you been known by any other names (if yes, please list)?		

RENTAL HISTORY

Current address:		Rent per week:
Name of agent/owner:	Contact number:	Period of occupancy:
Reason for leaving:		
Pervious address:		Rent per week:
Name of agent/owner	Contact number:	Period of occupancy:
Reason for leaving		

EMPLOYMENT DETAILS (if self employed please refer to next page)

Company Name:	Job title:	Period of employment:
Name of employer:	Contact number:	Status: Full time/part time/casual/contract

APPLICANT TWO

Mr/Miss/Ms/Mrs	Surname:	Given names:
Date of birth:	Drivers licence number:	
Phone:	Mobile:	Email address:
Have you been known by any other names (if yes, please list)?		

RENTAL HISTORY

Current address:		Rent per week:
Name of agent/owner:	Contact number:	Period of occupancy:
Reason for leaving:		
Pervious address:		Rent per week:
Name of agent/owner	Contact number:	Period of occupancy:
Reason for leaving		

EMPLOYMENT DETAILS (if self employed please refer to next page)

Company Name:	Job title:	Period of employment:
Name of employer:	Contact number:	Status: Full time/part time/casual/contract

SELF EMPLOYED

Business name:	ABN:
Address of business:	How long as business been established?
Accountants Name:	Contact number:

DEPENDANTS

Please list the names of all occupants under 18 that will be residing at the property

Full Name: Age:	Full Name: Age:
Full Name: Age:	Full Name: Age:

PETS

Type of pet:	Name:	Breed:	Age:
Type of pet:	Name:	Breed:	Age:

VEHICLES

Make:	Model:	Rego:
Make:	Model:	Rego:

EMERGENCY CONTACTS

APPLICANT 1: Name of relative or person not living with you to contact in an emergency.

Name:	Contact number:	Relationship:
Name:	Contact number:	Relationship:

APPLICANT 2: Name of relative or person not living with you to contact in an emergency.

Name:	Contact number:	Relationship:
Name:	Contact number:	Relationship:

DEDUCTIONS AND AFFORDABILITY

Please complete the following rental affordability PER WEEK-

Expense	Applicant 1	Applicant 2
Home Loan repayments:	\$	\$
Car repayments:	\$	\$
Personal loan repayments:	\$	\$
Mobile phone expenses	\$	\$
Electricity:	\$	\$
House hold expenses (Phone, internet, pay TV):	\$	\$
School Fees:	\$	\$
Day to day living expenses:	\$	\$

PRIVACY ACKNOWLEDGEMENT

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

1. I/We, the said applicants, declare that I/we am/are over 18 years of age and eligible to enter into this agreement.
2. I/We have inspected the property located at: _____
3. I/We have, of my/our own accord, decided that I/we wish to rent the aforementioned property commencing ___/___/___ for a period of _____ months.
4. 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.
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 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 I am bound to pay the bond in full either by way of Bank Cheque or Money order prior to the commencement of my lease.
7. I/We as the tenant/s agree to pay rental monies into the Agents' Trust Account via DEFT/ BPAY 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 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.
9. I/We understand that agent will be carrying out regular routine inspections of the property as part of the property owner's instructions. I/We agree to co-operate with the agent to ensure that these can be undertaken without opposition, and accept that the owner may wish to attend these inspections.
10. I/We understand that, if approved for the property, as the tenants we must pay all water consumption charges for the premises, only if the premises is individually metered and only if the premises has been made water compliant by a licensed plumber. If the premises is individually metered but is not water compliant we must pay all water consumption charges in excess of 55KL per quarter. To enquire if water consumption charges do apply to this property please confirm with office staff.
11. a) Has a 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 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: _____
12. I /we (name) _____, the applicant hereby authorise you as the agent to conduct an enquiry with Tenant Information Centre Australia Pty Ltd (TICA) and any other relevant searches that my verify the information provided by me.
13. 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.
14. In accordance with Section 18n(1)(b) of the Privacy Act, I/we authorise 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 1:	Signature	Date
Applicant 2:	Signature	Date
Witness:	Signature	Date