

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit and individual form.

A. AGENT DETAILS	
Harcourts Innovations	
Address:	Shop 31a Ashmore Plaza Cotlew St Ashmore, QLD, 4214
Phone:	(07) 5597 6666
Fax:	(07) 5597 3637
Email:	innovations@harcourts.com.au
Web:	www.innovations.harcourts.com.au
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
<input type="text"/>	
Postcode	
<input type="text"/>	
2. Lease commencement date?	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
3. Lease term?	
<input type="text"/> Month	<input type="text"/> Years
4. How many tenants will occupy the property?	
Adults	<input type="text"/>
Children	<input type="text"/>
Ages of Children	<input type="text"/>
C. PERSONAL DETAILS	
5. Please give us your details	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>
Surname	Given Name/s
<input type="text"/>	
Date of Birth	Driver's licence number
<input type="text"/>	<input type="text"/>
Driver's licence expiry date	Driver's licence state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>
6. Please provide your contact details	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
7. What is your current address?	
<input type="text"/>	
Postcode	
<input type="text"/>	

D. UTILITY CONNECTIONS	
myconnect	
myconnect is a FREE & EASY to use utility connection service available for tenants	
Phone :	1300 854 478 enquiry@myconnect.com.au
Fax :	1300 854 479 www.myconnect.com.au
<input checked="" type="checkbox"/> Yes, Please Contact Me	<input type="checkbox"/> Interpreter service (tick if required)
Unless I have opted out of this section, I/we:	
Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.	
<input type="checkbox"/> Tick here to opt out	
E. 100 POINTS OF I.D REQUIRED	
We require 100 Points of ID.	
You must have:	
1. A current Drivers Licence or other Photo ID.	
2. Current Proof of Income	
3. Current Rental Ledger (if renting)	
Application without 100 Points of ID will not be accepted.	
Your 100 Point Check:	
Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other Photo ID	30 Points
Current Proof of Income	20 Points
Previous Landlord Reference	20 Points
Rental Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity / Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points
Signature of Landlords agent	Date
<input type="text"/>	<input type="text"/>

F. APPLICANT HISTORY

8. How long have you lived at your current address?

<input type="text"/> <input type="text"/>	Years	<input type="text"/> <input type="text"/>	Months
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9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

<input type="text"/> <input type="text"/>	Years	<input type="text"/> <input type="text"/>	Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

What is the nature of your employment? (Full Time/Part Time/Casual)

Employer's name (inc. Accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/> <input type="text"/>	Years	<input type="text"/> <input type="text"/>	Months
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Net Income

\$

15. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

<input type="text"/> <input type="text"/>	Years	<input type="text"/> <input type="text"/>	Months
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Net Income

\$

H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

17. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

J. PAYMENT INFORMATION

Once you have been approved, we will require you to **pay your first two weeks rent within 24 hours**. Prior to being issued keys to the property you will be required to **pay 4 weeks rent as Bond**. Payments can be made by bank cheque, money order, direct deposit or EFT.

K. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;
- (d) Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:
TICA 1902 220 346 | NTD 1300 563 826 | TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a check with Tenancy Databases

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature

Date