

**APPLICATIONS FOR PROCESSING MUST BE RETURNED OR EMAILED TO:**



**Property Shop - 66-68 Reed Road, Trinity Park, 4879**

**Telephone: 07 4040 2030**

**Fax: 07 4040 2032**

**Email: [help@property-shop.com.au](mailto:help@property-shop.com.au)**

**TENANCY APPLICATION – TENANT CHECKLIST**

Our agency welcomes your application and any queries you may have. The following information and checklist will assist you to complete your application so that it can be processed as quickly as possible.

**Please read prior to completing your application**

One application is to be completed for each person over **18 years of age**.

The application must include a **PROOF OF INCOME** e.g. 2 recent Pay Slip's, Bank Statement, Centrelink Statement.

The application must also be accompanied by **100 points** of identification.

**Please note that this must include one form of photo I.D e.g. a Driver's License, Passport or 18+ Card.**

• Driver's License	40 points
• Passport	40 points
• 18+ card	40 points
• Current photo ID	40 points
• Birth certificate	20 points
• Current wage advice or last 2 pay slips	20 points
• Current rent ledger	20 points
• Last two rent receipts	20 points
• Medicare Card	20 points
• Bank Card	20 points
• Motor vehicle registration certificate	20 points
• Bank statement	10 points
• Telephone account	10 points
• Utility account	10 points

**Applications will not be processed until all sections are completed in full, signed where necessary and all supporting documents attached. If the application is successful a deposit equivalent to two week's rent or more will need to be taken immediately. If you do decide to retract your application once it has been approved and deposit paid, we reserve the right to retain the deposit.**

**APPLICATION CHECKLIST**

- 100 points of ID photocopied with application
- Proof of income photocopied with application
- Property inspected both internally and externally
- Application form completed in full
- Application Form and Privacy Disclosure Statement both signed
- Ezidebit Form has been completed correctly and signed.

**OFFICE USE ONLY**

- ID sighted and photocopied, 100 points or more taken Y / N
- Check to confirm property has been inspected Y / N
- Form completed in full, telephone numbers and emails collected and Privacy Disclosure Statement signed, as well as Tenant Property Check. Y / N

**TENANT PROPERTY INSPECTION**

During my inspection of \_\_\_\_\_ (property address)

on the \_\_\_\_/\_\_\_\_/\_\_\_\_ (date)

I found the property to be in satisfactory condition **Yes / No**

If No, I request for the following items to be attended to prior to the commencement of the lease. I appreciate that these items are not guaranteed to be addressed, and are subject to the lessor's approval.

---

---

---

If the property has not been viewed, **please find disclosure attached.**

Please tick this box if you confirm you are applying for the property, sight unseen

I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval and understand that there is no legal obligation for a reason to be given, should the application not be accepted.

I declare that the information being provided is true and correct and consent to this application being verified and a reference check with the Tenancy Information Centre of Australia be undertaken. If you are found to be listed on a database our agency will inform you and provide information on the database that has you listed, how you are able to obtain a copy of the listing and how to have it removed or amended if you don't agree.

I, the applicant, apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Lessor of the property for their consideration.

I, the applicant declare that I am not a bankrupt or an undischarged bankrupt or have ever been known by another name and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for a tenancy of

\_\_\_\_\_ months/years, at a rental amount of \$\_\_\_\_\_ per week, commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

I, the applicant confirm that should I be approved for this property that the total of 6 weeks rent must be paid and the lease agreement signed by all parties before possession is given to me.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRIVACY DISCLOSURE STATEMENT**

I acknowledge that this is an application to lease this property and that my application is subject to satisfactory checks being undertaken, the owner's approval of my application and availability of the premises on the due date.

I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rent in advance and a rental bond equivalent to 4 weeks rent, and that this application is subject to approval from the landlord. I declare that all 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 not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner of my current or previous residence, my personal referees, and any record, listing or database of defaults by tenants. If I default under a rental agreement, the agent may disclose details of any such default to any person whom the Agent considers has an interest receiving such information.

I acknowledge that my contact information contained in this application may be used for Property Shop database marketing.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## TENANCY APPLICATION

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Please list any Other Proposed Occupants, D.O.B and relationship to applicant:

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_  
5 \_\_\_\_\_ 6 \_\_\_\_\_

Please list any pets: \_\_\_\_\_

### **Current Residence**

Street Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Owner/Agent Name: \_\_\_\_\_ Owner/Agent Number \_\_\_\_\_ Owner/Agent Email \_\_\_\_\_

Rent Amount Paid: \_\_\_\_\_ Is / Was rent paid in full? **Y / N** Was notice given by you or by agent/owner \_\_\_\_\_

Date of Residency: \_\_\_\_\_ until \_\_\_\_\_ Were you ever in arrears **Y/N** Was your bond refunded in full **Y/N**

Reason for leaving: \_\_\_\_\_

### **Previous Residence**

Street Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Owner/Agent Name: \_\_\_\_\_ Owner or Agent Number: \_\_\_\_\_ Owner/Agent Email \_\_\_\_\_

Rent Amount Paid: \_\_\_\_\_ Is / Was rent paid in full? **Y / N** Was notice given by you or agent/owner \_\_\_\_\_

Date of Residency: \_\_\_\_\_ until \_\_\_\_\_ Were you ever in arrears **Y/N** Was your bond refunded in full **Y/N**

Reason for leaving: \_\_\_\_\_

### **Current Employment**

Employed By: \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_

Managers Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Monthly Gross Pay: \_\_\_\_\_

### **Previous Employment**

Employed By: \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_

Managers Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Monthly Gross Pay: \_\_\_\_\_

### **Personal Reference 1**

Name: \_\_\_\_\_ Relationship to this person \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

### **Next of Kin**

Name: \_\_\_\_\_ Relationship to this person \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

By signing this application you grant us permission to communicate with all the contacts if we can't locate you. If you abandon the tenancy for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

### **Vehicle 1**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

### **Vehicle 2**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

### **Boat or Trailer**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Are you a smoker? **YES / NO**

Have you ever been served a late rent notice? **YES / NO**

Have you been convicted of a criminal offence?

Have you ever been served an eviction notice? **YES / NO**

Have you ever attended court regarding a rental matter? **YES / NO**

Would you like assistance from Moving Hub to set up all utilities, internet ect if you are approved for this property? **YES / NO**

Why are you moving from your current address? \_\_\_\_\_

Do you intend to run a business from this property? If so, what is the nature of your business? \_\_\_\_\_

**APPLICATION TO KEEP A PET**

Applicant Name: \_\_\_\_\_

Property Address : \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your Status (Please Tick):  Owner  Tenant  Agent  Other \_\_\_\_\_

**\*Tenants – Please attach to this application, written permission from the unit owner and/or their agent for you to keep a pet in the unit. Application will not be considered without this written permission.**

**Pet Details** (Please provide description/size/age/appearance/type)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pet’s Behaviour** (Please provide details of pet’s disposition/behaviour/habits)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Application to Keep a Pet**

- a) The approval is given for the animal specified in this application only. A new application would be required for any additional and or replacement animal.
- b) The occupier must ensure that the animal is kept within the property and not allowed to roam, dig, soil or otherwise damage property/common property or another property except that the animal may be transported across common property to provide access to and from the property.
- c) The animal must be kept in compliance with all statutory and or governmental regulations in respect with the care, keeping all control of such animal.
- d) The animal must be vaccinated if/as recommended by practicing Veterinary Surgeon and evidence of compliance must be supplied to Property Management within seven days of respect.
- e) The occupier of the property in which the animal is being kept shall indemnify and keep indemnified the over or occupant of any other property against ant injury, damage, loss or expense, legal or otherwise, incurred or suffered as result of animal being on property.
- f) If the animal;
  - Causes damage to roams, or soils the common property or any other property and or;
  - Causes injury or death to any other animals (including wildlife) on the common property or any other property and/or;
  - Causes noise of nuisance to any other property owner or person lawfully using the property and or common property.

**Property Management reserves the right to withdraw the approval and require that the animal be removed from the property, what constitutes damage, noise or nuisance shall be decided by the Property Management in its sole discretion acting reasonably.**

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_