

## Residential Tenancy Application

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

Rent per week: \$\_\_\_\_\_ Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Term: 6 months / 12 months

 Names of all **adults** (18+) to be on the Tenancy Agreement:
   
 \_\_\_\_\_

 Names & ages of any **people to be residing in the property** that won't be on the Tenancy Agreement:
   
 \_\_\_\_\_

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

### ACKNOWLEDGEMENTS BY APPLICANT/S

I have read and understood all pages of this application. I, the applicant, declare that the provided information is true, correct and has been supplied at my own free will. I, the applicant, declare that I am not bankrupt, I have never been evicted by any Landlord or Agent and that I am not in debt to any other Landlord or Agent.

***I have inspected the above-mentioned property and the rent to be paid is within my means to pay. I agree to pay a bond equal to 4x weeks rent within 48hrs of being approved to secure the property and I agree to pay the first 2x weeks rent prior to collecting keys.***

### Signatures of Applicants:

Applicant 1 - \_\_\_\_\_ Applicant 3 - \_\_\_\_\_

Applicant 2 - \_\_\_\_\_ Applicant 4 - \_\_\_\_\_

### Required supporting documents:

When returning your application you **MUST** submit a form of **photo ID, proof of residence** and **proof of income**.

The following documents can be accepted:

- Current Drivers licence/Passport/Student ID/Any Other Photo ID
- Bank statement - Must show name+address
- Phone or utility bill - Must show name+address
- Rental ledger - Must show name+address
- Current motor vehicle registration papers - Must show name+address
- Proof of income - pay slips (The 2x most current)
- Employment Agreement/Letter - Must be for your current job or a job that you are about to start.

### Preferred Methods of Payment:

Direct Credit via Internet or Branch, Eftpos - VISA/Mastercard/AMEX(**Fees apply to Credit Cards**), Cash, Bank Cheque.

### Office Use Only

Application is signed & all details complete with sufficient identification

<b>Processing:</b>	Employment Check	TICA Check	Lessor Approved
	Rental History	Pet/s Approved	
	Tenant Advised ____/____/____	Tenant Accepted	

APPLICANT 1		APPLICANT 2	
Title (Mr/Mrs/Dr etc)		Title (Mr/Mrs/Dr etc)	
<b>First Name</b>		<b>First Name</b>	
Middle Name		Middle Name	
<b>Surname</b>		<b>Surname</b>	
<b>Current Address</b>		<b>Current Address</b>	
<b>Current Mobile No.</b>		<b>Current Mobile No.</b>	
<b>Current Email Address</b>		<b>Current Email Address</b>	
<b>Current Landlord or Agent</b>		<b>Current Landlord or Agent</b>	
<b>Landlord/Agents Details:</b>	Email: _____ Number: _____	<b>Landlord/Agents Details:</b>	Email: _____ Number: _____
Current Rent/wk		Current Rent/wk	
Period of Occupancy		Period of Occupancy	
Reason for Leaving		Reason for Leaving	
Previous Address		Previous Address	
Period of Occupancy		Period of Occupancy	
Previous Landlord/Agent		Previous Landlord/Agent	
Previous Landlord/Agents Details:	Email: _____ Number: _____	Previous Landlord/Agents Details:	Email: _____ Number: _____
Car Registration Plate No.		Car Registration Plate No.	
Passport/Licence No. (circle which)		Passport/Licence No. (circle which)	
<b>Date of Birth</b>		<b>Date of Birth</b>	
<b>Employment Status</b>	Employed Full Time Employed Part Time Employed Casual Basis Not Employed Student	<b>Employment Status</b>	Employed Full Time Employed Part Time Employed Casual Basis Not Employed Student
<b>Occupation</b> (if student, advise the place of study)		<b>Occupation</b> (if student, advise the place of study)	
Length of Employment/study		Length of Employment/study	
<b>Company Name</b>		<b>Company Name</b>	
Employer's Address		Employer's Address	
<b>Employers Details:</b>	Name: _____ Number: _____	<b>Employers Details:</b>	Name: _____ Number: _____
<b>Income per Week inc Tax</b>	\$ _____ per week	<b>Income per Week inc Tax</b>	\$ _____ per week
<b>Name of 'In Case Of Emergency' person</b>		<b>Name of 'In Case Of Emergency' person</b>	
<b>Phone No.</b>		<b>Phone No.</b>	
Personal Reference 1.	Name: _____ Number: _____	Personal Reference 1.	Name: _____ Number: _____
Personal Reference 2.	Name: _____ Number: _____	Personal Reference 2.	Name: _____ Number: _____

APPLICANT 3		APPLICANT 4	
Title (Mr/Mrs/Dr etc)		Title (Mr/Mrs/Dr etc)	
<b>First Name</b>		<b>First Name</b>	
Middle Name		Middle Name	
<b>Surname</b>		<b>Surname</b>	
<b>Current Address</b>		<b>Current Address</b>	
<b>Current Mobile No.</b>		<b>Current Mobile No.</b>	
<b>Current Email Address</b>		<b>Current Email Address</b>	
<b>Current Landlord or Agent</b>		<b>Current Landlord or Agent</b>	
<b>Landlord/Agents Details:</b>	Email: _____ Number: _____	<b>Landlord/Agents Details:</b>	Email: _____ Number: _____
Current Rent/wk		Current Rent/wk	
Period of Occupancy		Period of Occupancy	
Reason for Leaving		Reason for Leaving	
Previous Address		Previous Address	
Period of Occupancy		Period of Occupancy	
Previous Landlord/Agent		Previous Landlord/Agent	
Previous Landlord/Agents Details:	Email: _____ Number: _____	Previous Landlord/Agents Details:	Email: _____ Number: _____
Car Registration Plate No.		Car Registration Plate No.	
Passport/Licence No. (circle which)		Passport/Licence No. (circle which)	
<b>Date of Birth</b>		<b>Date of Birth</b>	
<b>Employment Status</b>	Employed Full Time Employed Part Time Employed Casual Basis Not Employed Student	<b>Employment Status</b>	Employed Full Time Employed Part Time Employed Casual Basis Not Employed Student
<b>Occupation</b> (if student, advise the place of study)		<b>Occupation</b> (if student, advise the place of study)	
Length of Employment/study		Length of Employment/study	
<b>Company Name</b>		<b>Company Name</b>	
Employer's Address		Employer's Address	
<b>Employers Details:</b>	Name: _____ Number: _____	<b>Employers Details:</b>	Name: _____ Number: _____
<b>Income per Week inc Tax</b>	\$ _____ per week	<b>Income per Week inc Tax</b>	\$ _____ per week
<b>Name of 'In Case Of Emergency' person</b>		<b>Name of 'In Case Of Emergency' person</b>	
<b>Phone No.</b>		<b>Phone No.</b>	
Personal Reference 1.	Name: _____ Number: _____	Personal Reference 1.	Name: _____ Number: _____
Personal Reference 2.	Name: _____ Number: _____	Personal Reference 2.	Name: _____ Number: _____

# Privacy Act 1988 – CONSENT of APPLICANT/S

(please note if you do not consent to the following, we can not process your application)

- I agree to allow IMAGE REALTY GOLD COAST to use my personal information for the purpose of preparing the Form 18a General Tenancy Agreement.
- I agree to allow IMAGE REALTY GOLD COAST to provide my personal details to tradespeople or other necessary third party organizations for the purpose of contacting me to conduct maintenance on the property.
- I acknowledge that my personal information may be passed onto collection agents or lawyers in instances where default or law enforcement action is required.
- I acknowledge that IMAGE REALTY GOLD COAST may have to provide my personal information to banks and household utilities organizations in order to provide us with services necessary for renting and residing in the property (eg, for payment of rent, connection of services such as gas, telephone and electricity)
- I understand that when I submit this application for tenancy, consent is given to IMAGE REALTY GOLD COAST to provide my personal information as proof of identity and contact any of my referees, employers, previous agents or landlords in order to complete the processing of my application.
- I agree to allow IMAGE REALTY GOLD COAST to use my personal information for the purpose of contacting me to present further properties that may be of interest to me if I am unsuccessful in my application of the above property.
- I consent for IMAGE REALTY GOLD COAST to contact me electronically via email to provide me with forms and other necessary notifications or written communication in accordance with all relevant QLD legislation.

## TENANCY DATABASES:

- I have been made aware (in accordance with the national privacy principles of the Privacy Act 1988) that IMAGE REALTY GOLD COAST may access the "TICA" tenancy database in the processing of my application for tenancy. If information is found about me, I will be notified within 7 days in writing or via email.
- I understand that any such enquiry made to a database may leave a permanent record on the database which may be made available to other members of the database.
- I have also been informed that I am entitled to know what happens to this information when it is passed onto IMAGE REALTY GOLD COAST.
- I, the said Applicant, acknowledge and give consent for IMAGE REALTY GOLD COAST to pass our information to the "TICA" tenancy database in the event of a default occurring under the tenancy agreement and in accordance with any other governing legislation, and to lodge any relevant details. Whilst IMAGE REALTY GOLD COAST will make every effort to ensure the information is kept accurate at all times, the removal of such information from any database is subject to the conditions of operation of the relevant database company.
- I understand that the database companies allow their members to access information accumulated from members about tenants who have previously breached their tenancy agreement.
- I understand and acknowledge that a profile with one of the above tenancy database companies could have an adverse effect on my ability to gain this or any future rental accommodation.
- I understand and acknowledge that I am free to contact any of the listed tenancy databases to verify information held on me.

## Signature of Applicants — MUST BE COMPLETED

Applicant 1 - Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Applicant 2 - Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Applicant 3 - Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Applicant 4 - Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_