



Shop 6/190 Goondoon Street, Gladstone QLD 4680
Ph: 07 4972 1799 Fax: 07 4972 1567
Email: jeff@goodrealestate.com.au

APPLICATION FOR TENANCY ITEM SCHEDULE

1. PREMISES DETAILS

Address: _____

Lease commencement date: ___/___/___ Lease Term: ___ months/years

Rent: _____ per week Bond: _____ Holding Deposit: _____

2. APPLICANT'S DETAILS

Name: _____ Email: _____

Phone (H): _____ Phone (W): _____ Mobile: _____

Date of Birth: ___/___/___

3. APPLICANT'S HISTORY

Current Address: _____

Period of Occupancy: _____ Situation: **Renting/Owned/Other** Other Situation: _____

Landlord/Agent Details Name: _____ Phone: _____

Rent: _____ Reason for leaving: _____

Previous Address: _____

Period of Occupancy: _____ Situation: **Renting/Owned/Other** Other Situation: _____

Landlord/Agent Details Name: _____ Phone: _____

Rent: _____ Reason for leaving: _____

Have you ever been evicted from a premise? YES NO

Are you currently in debt to any landlord or agent? YES NO

4. APPLICANT'S EMPLOYMENT

Current Occupation: - _____

Employment Type: _____ Duration: _____ Weekly Income: _____

Employer/Business Name: _____

Address: _____ Contact & Phone: _____

Previous Occupation: - _____

Employment Type: _____ Duration: _____ Weekly Income: _____

Employer/Business Name: _____

Address: _____ Contact & Phone: _____

Student at: _____

Course Name: _____ Duration: _____

5. VEHICLES

Number of Vehicles to be at the premises: _____

Type & Registration Number

1. _____ 2. _____

3. _____ 4. _____

6. USE OF PREMISES

Will the premises be used for business purposes? YES NO

7. OCCUPANTS

Number of Adults: _____ Number of Dependants: _____

Full name/s of adults & unaccompanied minor/s to reside on the Premises

- 1. _____ Age: _____ 4. _____ Age: _____
- 2. _____ Age: _____ 5. _____ Age: _____
- 3. _____ Age: _____ 6. _____ Age: _____

8. REFEREES (All referees should not be related to you)

Business Referee 1: _____ Phone _____ Relationship _____

Business Referee 2: _____ Phone _____ Relationship _____

Personal Referee 1: _____ Phone _____ Relationship _____

Personal Referee 2: _____ Phone _____ Relationship _____

9. EMERGENCY CONTACT

Note: this information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of kin: _____ Relationship: _____

Phone: _____ Mobile: _____

Address: _____

Other : _____ Relationship: _____

Phone: _____ Mobile: _____

Address: _____

10. SIGNATURES

Applicant's Signature: _____ Date: _____

Agent's Signature: _____ Date: _____

Terms Of Application

- 1. Declaration**
The applicant declares:
- (1) That all the above details are true & correct
 - (2) Not to be bankrupt or insolvent
- 2. Applicant Agrees**
- 2.1 The applicant agrees that:
- (1) They have inspected that Premises in Item (1) and accept its condition.
 - (2) They applicant will sign the Tenancy Application forthwith upon presentation of the same by the agent.
 - (3) This tenancy application, unless accepted, creates no contractual or legal obligations between the parties
 - (4) The application understands that the Agent is no required to give an explanation to the applicant for an application not approved
 - (5) On acceptance of this application by the landlord being notified to the applicant, verbally or in writing, the application will rent the premises from the landlord under a tenancy agreement, pay the bond and rent amounts in item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- 2.2 On the signing of the tenancy application the applicant may be required to pay a holding deposit:
- (1) If the tenancy agreement is entered into the holding deposit must be applied in the payment in whole or in part of the Rental Bond and rent.
 - (2) If the applicant's application is accepted and the applicant does not enter into the Agreement the holding deposit will be forfeited to the landlord.

- (3) If the tenancy application is not accepted the holding deposit will be refunded.
- 2.3 On signing this tenancy application the applicant agrees the agent is authorised to make enquiries to verify the information contained in the Item Schedule with relevant tenancy databases including databases of the applicant's previous letting agents.
- 3. **Privacy Statement**
The agent collects and uses personal information obtained from you as the applicant to provide the services required by you or on your behalf. You as the applicant agree the agent may collect, use & disclose your personal information in accordance with and subject to the Privacy Act 1988 (CTH) for (where applicable) marketing, sales promotion and administration and as required for legislative and regulatory requirements relating to promotion administration and use of the Agents products & services. If you have opted to use a utility connection service, you consent to the disclosure of the information contained within this application to the utility connection provider for the purpose of enabling the connection and or disconnection of your services. Without provision of certain information the Agent may not be able to act effectively or at all on the Principal's behalf. The applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

100 POINTS OF IDENTIFICATION CHECKLIST

Prior to any Tenancy Application being considered each applicant must produce 100 points of identification. Items marked with an asterisks (*) must be provided.

Last 4 Rent Receipts	20 POINTS	<input type="checkbox"/>
Drivers License*	30 POINTS	<input type="checkbox"/>
Photo ID	30 POINTS	<input type="checkbox"/>
Passport	30 POINTS	<input type="checkbox"/>
Birth Certificate	10 POINTS	<input type="checkbox"/>
Pension or Health Care card	15 POINTS	<input type="checkbox"/>
Utilities Bills	15 POINTS (each)	<input type="checkbox"/>
Pay Slips*	15 POINTS	<input type="checkbox"/>
Tenancy History Ledger	20 POINTS	<input type="checkbox"/>
Vehicle Registration	15 POINTS	<input type="checkbox"/>
Bank/ Cr Card Statements	15 POINTS (each)	<input type="checkbox"/>
TOTAL POINTS: _____		

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to any agent.

In Accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other Organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicants declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my our permission for my/our information to be provided to any other tenancy information database for the member of the database company to contact any of my/our referees provided by me/us in my/our tenancy applications.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such a breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the condition of the database company.

I/we understand the TICA Default control Pty Ltd is a database company that allows its member access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may not elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contact on 1902 220 346. I/we agree that calls to the TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Name: _____	Signature: _____
Name: _____	Signature: _____
Date: _____	Witness: _____

PETS

PET DETAILS	ITEM	PET 1	PET 2
If more than 2 pets, print and complete separate Pet Agreement.	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
	PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO
TERMS & CONDITIONS	<p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> 1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement. 2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. 3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, guests pets and regardless of their approval status. 4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status. 5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a carried out by a Company complying with Australian Standards. 6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. 7. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying. 8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section. 		

REQUEST FOR RENTAL REFERENCE

To: The Property Manager

From: Jeygar Investments Pty Ltd T/As Good Real Estate

Phone: 07) 4972 1799

Fax: 07) 4972 1567

Email: jeff@goodrealestate.com.au

We have received a signed Application for Tenancy from:

Name: _____

Who resided at: _____

It would be greatly appreciated if you could (subject to the provisions of the Privacy Act 1988) complete the following questionnaire and return it to us by fax or email, along with the rental ledger at your earliest convenience.

LISTED AS TENANTS	Were the above applicants listed as tenants YES <input type="checkbox"/> NO <input type="checkbox"/>
RENTAL PERIOD	From: ___/___/___ TO: ___/___/___
TERMINATION OF THE LEASE	Terminated by: Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Reason for Termination: _____
RENT PAYMENT	Rent amount: _____ per _____ Payment received on time: always / sometimes / never / other (provide comments)
BREACHES ISSUED	Number of RTA Form 11 – Notice to Remedy Breach issued: _____ If any, what for: _____
ROUTINE INSPECTIONS	Carried out: Yes <input type="checkbox"/> No <input type="checkbox"/> Any issues arising from inspections: _____
PETS	Animals kept at the Property: Yes <input type="checkbox"/> No <input type="checkbox"/> Type/s: _____ Problems caused by the pets: _____
PROPERTY	Was the property left clean and undamaged apart from general wear & tear on vacating? Yes <input type="checkbox"/> No <input type="checkbox"/> _____
HAND OVER	Was tenancy handover delayed: Yes <input type="checkbox"/> No <input type="checkbox"/> Period: _____
RENTAL BOND	Rental Bond Refunded in Full: Yes <input type="checkbox"/> No <input type="checkbox"/> If No, Why? _____
FUTURE RENTING	Would you rent to these tenants again: Yes <input type="checkbox"/> No <input type="checkbox"/>
DEALINGS	Are the tenants easy to deal with: Yes <input type="checkbox"/> No <input type="checkbox"/>
OTHER COMMENTS	
SIGNATURES	I authorise the Agent to forward this questionnaire to all previous agents &/or Lessors where I have rented and request that they honestly complete the form. Applicant 1: _____ Date: _____ Applicant 2: _____ Date: _____ Applicant 3: _____ Date: _____ Applicant 4: _____ Date: _____