

Application for Residential Tenancy

(One application to be completed per person)



Part 1 Rental Property Details

Accredited Agency

Item 1: Agent Details

Agency name:

Elfbest Pty Ltd t/a Southgate Realty

Address:

Level 13, 50 Cavill Avenue Surfers Paradise QLD 4217

Phone:

0407 378 277

Mobile:

Fax:

07 56354201

Email: megan@sgrealestate.com.au

Item 2: Property Details

Property address

Rent

\$

a week ☐

a fortnight ☐

a month ☐

Bond

\$

Tenancy term

Insert "fixed term agreement" or "periodic agreement".

Starting on

Ending on

Part 2 Applicant Details

Item 3: Contact Details

Full name

Date of Birth

Have you been known by any other name(s)? ☐ Yes ☐ No

If Yes, what other name(s) have you been known by?

Work phone

Mobile

Home phone

Email:

Driver's licence/Passport number

State

Number of vehicles

Registration number(s)

Item 4: Dependants

Do you have any dependants? ☐ Yes ☐ No

Dependant full name(s)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Relationship to Applicant

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Dependant Date of Birth

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Item 5: Smoking

Are you or any of the dependants living with you a smoker? ☐ Yes ☐ No

Item 6: Pets

Do you intend to keep pets at the property? ☐ Yes ☐ No

Number of pets

Type of pet/s

Are your pets registered with a council?

☐ Yes

☐ No

If Yes, please state which council:

Item 7: Applicants Address History**Current residential address**

Period of occupancy

Type of occupancy:

☐ Rent ☐ Owner ☐ Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

☐ a week☐ a fortnight☐ a month

Reason for leaving:

Previous residential address

Period of occupancy

Type of occupancy:

☐ Rent ☐ Owner ☐ Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

☐ a week☐ a fortnight☐ a month

Reason for leaving:

Item 8: Employment DetailsAre you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)Employment status: ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Self employed

Occupation

Net income (per week)

Date commenced employment (approx)

Date terminated employment (if any)

Employer/Business Name

Address

Phone

If self employed, Accountant's Name

Phone

Item 9: Centrelink PaymentsAre you receiving any regular Centrelink payments? ☐ Yes ☐ No

Description of payment(s)

Total income (per week)

Date payments commenced

Item 10: Student DetailsAre you studying full time? ☐ Yes ☐ No

Name of education institution you are currently attending

Student Identification Number

Are you an overseas student? ☐ Yes ☐ No

If yes, Visa expiry date:

Item 11: Personal References

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

Referee 1

Relationship

Address

Phone/Mobile

Referee 2

Relationship

Address

Phone/Mobile

Item 12: Personal Representative

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

Part 3 Supporting Documents**Item 13: Identification**

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points☐ Passport☐ Full birth certificate☐ Citizenship certificate**40 Points**☐ Australian driver's licence☐ Student Photo ID☐ Department of Veterans Affairs card☐ Centrelink Card☐ Proof of age card☐ State/Federal Government Photo ID**25 Points**☐ Medicare card☐ Council rates notice☐ Motor vehicle registration☐ Telephone bill☐ Electricity bill☐ Gas bill☐ Tenancy History Ledger☐ Bank statement☐ Credit card statement☐ Last FOUR rent receipts☐ Rent bond receipt☐ Previous tenancy agreement**Item 14: Proof of Income**

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank Statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink Statement.

Part 4 Declaration

Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor ☐ True ☐ False
2. have no known reasons that would affect my ability to pay rent ☐ True ☐ False
3. was refunded the rental bond for my last address in full (if applicable) ☐ True ☐ False
If false, please advise what deductions were made from your bond?
4. have no outstanding debt to another agent/lessor? ☐ True ☐ False
If false, why are you in debt to your past agent/lessor?

Part 5 Acknowledgement

Please acknowledge the following by selecting either Yes or No

I, the Applicant,

1. acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. ☐ Yes ☐ No
2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. ☐ Yes ☐ No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. ☐ Yes ☐ No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. ☐ Yes ☐ No
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. ☐ Yes ☐ No
4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. ☐ Yes ☐ No
5. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. ☐ Yes ☐ No
6. acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. ☐ Yes ☐ No
7. acknowledge that I have been made aware of the agency's Privacy Policy. ☐ Yes ☐ No
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. ☐ Yes ☐ No
9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*; ☐ Yes ☐ No
10. declare that the above information is true & correct and that I have supplied it of my own free will. ☐ Yes ☐ No

Name of Applicant

Signature

Date