

Tenancy Application Form

For your application to be processed you must answer all questions.

(Including the reverse side)

A. AGENT DETAILS	
MQ Realty	
Address:	29-31 Joseph St. Lidcombe NSW
Phone:	2141 02 9025 6688
Email:	rental@mqrealty.com.au
Property Manager	
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
Postcode	
2. Lease commencement date?	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
3. Lease term?	
<input type="text"/> Months	
4. How many tenants will occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children
Age/s of Children (if applicable) <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"/>
Given Name/s	Family Name
<input type="text"/>	<input type="text"/>
Date of Birth	
<input type="text"/>	
Driver's Licence No.	Driver's Licence State
<input type="text"/>	<input type="text"/>
Passport No.	Passport Country
<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.	
<input type="text"/>	
Email Address	
<input type="text"/>	
7. What is your current address?	
<input type="text"/>	
Postcode	
<input type="text"/>	

D. APPLICANT HISTORY	
8. How long have you lived at your current address?	
<input type="text"/> Years	<input type="text"/> Months
9. Why are you leaving this address?	
<input type="text"/>	
<input type="text"/>	
10. Landlord/Agent details of this property (if applicable)	
Name of Landlord or Agent	
<input type="text"/>	
Landlord/Agent Phone No.	Weekly Rent Paid
<input type="text"/>	<input type="text"/>

E. EMPLOYMENT HISTORY	
11. Please provide your employment details	
What is your occupation/job?	
<input type="text"/>	
Full time <input type="checkbox"/>	Part time <input type="checkbox"/> Casual <input type="checkbox"/>
Employer's Name (inc. accountant if self-employed)	
<input type="text"/>	
Job address	
<input type="text"/>	
Postcode	
<input type="text"/>	
Contact Name	Contact Phone No.
<input type="text"/>	<input type="text"/>
Length of Employment	Net Income
<input type="text"/> Years <input type="text"/> Months	<input type="text"/>

F. IF SELF-EMPLOYED, PLEASE COMPLETE THE FOLLOWING	
12. Please provide your company details	
Company Name	
<input type="text"/>	
Company address	
<input type="text"/>	
Postcode	
<input type="text"/>	
Business Type	ABN No.
<input type="text"/>	<input type="text"/>
Length of Business	Net Income
<input type="text"/> Years <input type="text"/> Months	<input type="text"/>
Accountant Name	Contact Phone No.
<input type="text"/>	<input type="text"/>

G. CONTACTS / REFERENCES

13. Please provide a contact in case of emergency

Given Name/s

Family Name

Relationship to you

Contact Phone No.

Please note: We may contact this person to assist you, should your rent fall into arrears.

14. Please provide 2 personal/business references (not related to you)

1. Given Name/s

Family Name

Relationship to you

Contact Phone No.

2. Given Name/s

Family Name

Relationship to you

Contact Phone No.

H. OTHER INFORMATION

15. Car Registration

Year/Model

16. Do you have any pets?

Yes

No

If yes, please provide details of pets (type/breed):

I. PAYMENT DETAILS

17. Property Rental

\$ Per Week

First payment of rent in advance of 2 weeks rent

Rent bond equivalent to 4 weeks rent

Sub Total

Less: Holding Deposit (see Section J)

Amount payable on signing tenancy agreement

(Bank Cheque, Electronic Transfer only)

All Cheques are to be made out to 'MQ Realty'. For security and insurance reasons NSW Real Estate has a cash free policy.

J. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 week rent within 24 hours of application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

HOLDING DEPOSIT

\$ One (1) Week's Rent

- Once the Holding Deposit has been paid, the Landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first week's rent.
- The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.
- Despite sections (b) and (c) the holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- The Holding Deposit will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque or EFT.

K. 100 POINT CHECK

18. Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 check points is required for each applicant.
- Points must be made up **from each of sections A, B and C** as shown.

A) Proof of Identity

- You must provide one of the followings

Type	Points	Y/N
<u>Drivers Licence</u>	40	
<u>Passport</u>	40	
Other Photo ID	30	
Birth Certificate	30	

B) Proof of Income

- You must provide one of the followings

Type	Points	Y/N
<u>Employment Letter/Current Pay Slips</u>	30	
<u>Current Bank Statement (last 3 months)</u>	20	
Current Centrelink Statement	30	

C) Supporting Documentation

- You must provide one of the followings

Type	Points	Y/N
<u>Previous Rental Ledger/Reference</u>	20	
Last 2 Rent Receipts	20	
Proof of Current Address (Electricity/Phone/Water/other utility bills)	10	
Vehicle Registration Papers/Bank card	10	
<u>Medicare Card (or visa document)</u>	10	

Total Points (A+B+C)

(Minimum of 100 Points Required)

Please Note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please contact us to discuss alternative checks that may be conducted.

L. DECLARATION

I confirm the following:

A) I have inspected the property that I am applying for

Yes No

B) During my inspection of this property I found it to be in a reasonable clean condition

Yes No

C) If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

Terms & Conditions

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section I.

I acknowledge that this application is subject to the approval of the owner/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 authorize that Agent to obtain personal information from:

- a) The owner or the Agent of my current or previous residence;
- b) My personal referees and employer/s;
- c) 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 tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA, NTD or TRA, tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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

- a) communicate with the owner and select a tenant
- b) prepare lease/tenancy documents
- c) allow organisations/trade people to contact me
- d) facilitate the sale of the property should it be placed on the market
- e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and we evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Name

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Applicants Signature

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Date

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Agent Signature

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Date

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