

Rentals Tenancy Application Form

One application per person.

Please complete the form in full using **BLOCK LETTERS**. Incomplete applications cannot be processed.

Payment methods: Direct Deposit, Cheque and Money Order only.

Property Details:

Property Address:					
Requested commencement date of Tenancy:			Preferred Lease Term:		
Rental property amount per week: \$					
How did you find out about this property:		<input type="checkbox"/> Internet	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other	
		<input type="checkbox"/> Sign	<input type="checkbox"/> Referral		

Applicant Details:

Full Name of Applicant:		Date of Birth:	
Business Hours Phone:		Mobile:	
Email:			
Number of Occupants & Dependants who will reside at this property:			
Names and Ages of Occupants/Dependants:		1	
2		3	
4		5	
Do you own a vehicle?		Yes	No
Vehicle Make/Model :			
Vehicle Registration Number:			
Current Residential Address:			
Rent per week (if applicable): \$		Period of Occupancy:	
Contact details to confirm current living arrangements:		Agent	Lessor
Name:		Phone/Mobile:	
Do you have any pets? Yes No		Registered with the Council? Yes No	
Breed:		Age:	
Do you intend to get a pet in the future:		Yes	No
Previous Residential Address:			
Rent per week (if applicable): \$		Period of occupancy:	
Contact details to confirm current living arrangements:		Agent	Lessor
Name:		Phone/Mobile:	
Applications pending on other properties?		Yes	No
Has your tenancy ever been terminated?		Yes	No
Have you ever been refused a rental property?		Yes	No
Are you in debt to another landlord or agent?		Yes	No
Deductions ever taken from your Bond?		Yes	No
Anything affecting future rental payments?		Yes	No
Considering buying a property soon?		Yes	No
Do you currently own a property?		Yes	No

Personal References:

NB: Cannot be relatives, partner or other people applying with you.

1. Name:	Business Hours Phone:
Postal Address:	
2. Name:	Business Hours Phone:
Postal Address:	
Next of Kin (contact in case of emergency or extenuating circumstances)	
1. Name:	Business Hours Phone:
Postal Address:	

Employment and Income Details:

Employment Status:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Casual
	<input type="checkbox"/> Not employed	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Student	<input type="checkbox"/> Other
Weekly net income:	Payroll Contact Name:			
Name of Employer:	Payroll Contact Number:			
Length of time at current employment:	<input type="text"/> Years	<input type="text"/> Months		
Current Job Title:				
If Student, list name of University, TAFE, College etc:				
Student ID Number (copy required):				
If self-employed; Name of Business:				
Name of business accountant:	Accountants phone/mobile:			
Address of Accountant:				
Email:	Phone:			
List other debts/loads currently owing (list weekly payment please)				
1. Car Loan:	\$	per week	Notes or Comments	
2. Personal Loan:	\$	per week		
3. Credit Card:	\$	per week		
4. Other:	\$	per week		
Are you an Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If no, please provide details of VISA or Residency status as part of this application				

Proof of Income:

Along with this application, please provide the following;

Last 3 payslips
Copy of tenant ledger
Drivers License Number

Terms and Conditions

I agree to provide 100 point identification.

Documents accepted for the identification check are listed below (and VISA or current Residency status in Australia if applicable)

Driver Licence showing current address	30 points	Passport	30 points
Recent utility bill showing current address	30 points	Last 4 rent receipts or mortgage payments	30 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit Card with signature	20 points	Bank Cards with signature	20 points

If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager.

Privacy

Agent / Manager

Assessing your application: the personal information received by the agent / manager may be used for the purpose of identifying you and assessing your application.

Other use(s) applications and disclosure: The agent/ manager may also use or disclose your personal information to:

- Assess your application information (e.g. contacting the landlord, your referees, etc..)
- Assess your tenancy history (e.g. contacting bond authorities, financial institutions, tenancy data bases etc..)
- Schedule your inspections (e.g. contacting scheduling providers)
- Document and register your lease (e.g. contacting lawyers, tenancy databases, real estate institutes, etc..)
- Help you move in and get connected (e.g. contacting trades people, connections services, utilities providers, etc..)
- Perform other services or activities.

Agent / Manager Privacy Policy – please refer to Sash & Gable Property Privacy Policy – www.sashandgable.com.au/privacy

Your declaration:

By submitting your application, you acknowledge and agree that:

- You are applying to lease the property as listed on the application (Property) and you offer to rent the property under a lease or rental agreement prepared on behalf of the Property Owner.
- (You've told the Truth) – everything you have said and submitted in this application is true and up to date and you have not omitted any details that might be relevant to assessing your application.
- (the truth is important) - the agent / property manager rely on you telling the truth.
- (It's the property owners decision) – your application is subject to the property owners approval, and the availability of the property
- (others named in the application have consented) – where you have provided information identifying other persons in the application, that person c
- (the application may take time) – it may take time to process the application, (two or more business days)
- (you understand the rental agreement) – you been provided a copy and or directed online to <https://www.rta.qld.gov.au/forms-resources/forms/forms-for-general-tenancies/pocket-guide-for-tenants-houses-and-units-form> for a copy of the RTA 17a Pocket Guide for Tenants – Houses and Units and a copy of the 18a General Tenancy Agreement.
- (you will pay the rent and bond) – you are able to pay the advertised rent and bond for the property and will be able to so for the life of the agreement.
- (default will Have consequences) if you default under a rental agreement, the agent / manager may (subject to the law) terminate the lease and disclose details of any such default to any person who the agent / manager reasonably considers has an interest in receiving such information.
- The agent / manager may utilise any residential tenancy data base (Typically TICA) to check the tenancy history of the applicant.

I acknowledge that I have chosen of my own free will to send my application to the agent/ manager listed in this application and their associated principals.

Signature: _____

Date: _____

Property Manager: _____

Date: _____