

# Tenancy Application Form

Address: 21 Connor Street Burleigh Heads QLD 4220

Phone: (07) 5576 3535 Fax: (07) 5576 4550

Email your application and id to: [averil@burleighproperty.com](mailto:averil@burleighproperty.com)



Please do not apply if you have applications pending on other properties and/or if you are not 100% interested in this property.

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. All people over 18 who will be living at the property must apply. Each applicant must submit an individual form, forms will not be processed until all applications received.

1. This application is subject to the owner's approval.

2. The bond and first 2 weeks rent must be paid prior to collecting the keys. (Personal cheques and cash are NOT acceptable)

3. 1 weeks rent must be paid and lease agreements must be signed within 24 hours of application being approved.

4. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant/s against the Owner or the Agent should any circumstances arise whereby the property is not ready for occupation by the due date.

## ADDRESS OF PROPERTY

Property Application Address


Lease Commencement Date:

	Day		Month		Year
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Term of Lease

	Years		Months
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How many tenants will occupy the property?

Adults	Children	Age of Children
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Please provide details of any pets

Breed/type/age Council registration / number

1.
2.

## PERSONAL DETAILS

Are you a smoker? Please tick

Yes	No
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Mr  Mrs  Ms  Miss  Dr  Other

Surname

Given Name/

Date of Birth

Drivers licence number

Driver's licence expiry

Driver's licence state

Passport number

Passport country

Pension number (if applicable)

Pension type (if applicable)

Mobile phone number

Home phone number

Email address

## APPLICANT HISTORY

What is your current address?


How long have you lived at your current address?

Why are you leaving this address?

Name of Landlord or Agent

Landlord/Agent's phone/fax no.

Weekly rent paid

\$
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What was your previous residential address?


How long did you live at this address?

Weekly rent paid

	\$
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Landlord/Agents Name

Landlord/Agent 's phone/fax no

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Was your bond refunded in full?

If not, why not?

## DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the 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, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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 trades people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

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

Signature

Date

## EMPLOYMENT HISTORY

Please provide your employment details

What is your occupational employment? **Period of Employment?**

	Years	Months
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What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's Name (accountant if self employed or institution if student)

Employer's Address (accountant if self employed or institution if student)

  

Contact Name

Phone No.

  

Length of Employment

Net Income

	Years		Months	\$
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Please provide your previous employment details  
Occupation?

Employer's Name

Length of Employment

Net Income

	Years		Months	\$
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## CONTACTS/REFERENCES

Please provide a contact in case of emergency

Surname

Given Name/s

  

Relationship to you

Phone no.

  

Please provide 2 personal references (not related to you)

Surname

Given Name/s

  

Relationship to you

Phone no.

  

Surname

Given Name/s

  

Relationship to you

Phone no.

  

## VEHICLES

Motor Vehicle Registration/Model/Colour

  
  

## 100 POINTS OF IDENTIFICATION REQUIRED

We require 100 Points of ID.

You must have:

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other Photo ID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone/Electricity/Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

## PAYMENT DETAILS

Property Rental

\$	Per week OR	\$	per month
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Rental Bond (4 weeks rent)

\$

First Payment of rent in advance (2 weeks rent)

\$

Sub Total

\$

Amount payable on signing tenancy agreement  
(bank cheque or money order)

\$

## TENANCY DATATBASE SEARCH DECLARATION

TO COMPLY WITH SECTION 458A OF THE RESIDENTIAL TENANCIES AND ROOMING ACCOMMODATION ACT 2008

As the managing agency for the property you are applying on, we hereby advise that we are required by law to disclose to you the databases that are used by our agency to check your rental and tenancy history.

At Burleigh Property Sales, we formally advise that we utilize the following tenancy databases:

- Tenancy Information Centre Australia

If it is found that you are listed

We require by law:

- To advise that you are listed on a tenancy database
- Provide you with the contact details of the database operator so you can find out information about your listing

You can obtain further information from:

- Residential Tenancies Authority website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311
- Queensland Civil and Administrative Tribunal [qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders](http://qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders)

TENANT DECLARATION

I, \_\_\_\_\_ do hereby declare that I have read the above information and understand my rights in relation to these database laws. I further acknowledge that if I am listed on one or more of these databases that I must seek independent advice from previous listing agent or database provider to ascertain the validity of the listing.

Tenant Signature

Date

TENANCY DATABASE

A tenancy database is a list where landlords/agents record personal information about tenants who previously have had problems with their tenancies.

- Your name may have been placed on a tenancy database at the end of a tenancy if:
  1. the amount of money owed by the tenant is more than the bond, including rent arrears if a Notice to remedy breach (form 11) was given for this rent
  - abandonment of the property
  - money owed after an agreement has been reached through Residential Tenancies Authority (RTA) conciliation, or a Queensland Civil and Administrative Tribunal (QCAT) order that has not been paid
- 2. If the tenancy has been terminated by QCAT because of:
  - Repeated breaches of a conciliation agreement by the tenant
  - Objection behavior by the tenant

A tenant cannot be listed on a tenancy database for any reasons apart from those listed above. The database helps landlords and agents decide if prospective tenants are likely to fall behind on rent or damage the property.

AM I LISTED ON A TENANCY DATABASE?

In each of the tenancy database websites, there is a 'Tenants' section that tell you how to find if you are listed.

To find out if you or someone else is listed, contact:

- Tenancy Information Centre Australasia
- National Tenancy Database
- Trading Reference Australia

You can write or call database companies to request information about whether and/or why you were listed. Beware that calls to database phone lines maybe charged by the minute.

REMOVING YOUR NAME

Only tenants named on the tenancy agreement can be listed on a tenancy database. Current or proposed listings can be challenged by:

- Contacting the landlord/agent who listed you to talk to them and try to reach and agreement about what you need to do to have your name removed from the database. Keep a copy of all correspondence in case of future disputes
- Lodging a Dispute resolution request (form16) with the Residential Tenancies Authority Dispute Resolution Service to get help with negotiating and agreement about your proposed listing.
- Applying directly to the Queensland Civil and Administrative Tribunal to make the person or agency remove your listing on the database, or alter the listing as appropriate (make sure you get any changes in writing)

A dispute about a listing on the grounds it does not meet the approved criteria must be initiated within 6 months of the tenant becoming aware of the listing.

More information can be found by contacting the Residential Tenancies Authority on 1300 366 311