

# Residential Tenancy Application

AGENT NAME	Jigar Thakkar
ADDRESS	2 Jaffray Street, Belbird Park OLD 4300
PHONE	0478 515 107
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Property Professional Real Estate welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application, to ensure it is processed promptly.

**Please read prior to completing your application:**

- One application to be completed per adult.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Proof of income is also required. Refer to list below.
- Property Professional Real Estate will make every effort to process your Application within 48 hours. If the application is approved, all approved leaseholders must sign the General Tenancy Agreement and you will be required to pay 2 weeks rent + 4 weeks bond.

Documents required for identification check: Submit one from each group A, B & C:			Points per document
A.	Photo ID:	<input type="checkbox"/> Passport <input type="checkbox"/> Aus. Drivers Licence (both sides) <input type="checkbox"/> Proof of Age	50
B.	Other ID:	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Pension Card/Medicare <input type="checkbox"/> Student Card	30
C.	Documents on which your name and current address appear:	<input type="checkbox"/> Electricity Account	20
		<input type="checkbox"/> Phone Account <input type="checkbox"/> Rates Notice <input type="checkbox"/> Gas Account <input type="checkbox"/> Bank/Credit Card Statement	
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>			<b>100</b>

**Documents required for proof of income:** Submit one of the following:

- ☐ Last 2-3 payslips ☐ Employment contract ☐ Centrelink Statement ☐ Bank Statement
- ☐ Letter from accountant (if self-employed) ☐ ATO Notice of Assessment

**Property address applying for:** \_\_\_\_\_

**Applicant's details**

☐ Lease Holder ☐ Approved Occupant

Name in full: \_\_\_\_\_

Other name/s you have been known by: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Drivers licence no: \_\_\_\_\_

Expiry: \_\_\_\_\_

Passport no: \_\_\_\_\_

Expiry: \_\_\_\_\_

Phone - Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Business: \_\_\_\_\_

Email: \_\_\_\_\_

What is your preferred move in date - \_\_\_\_\_

**Occupancy details** of persons to reside at property other than applicant, including dependants and other applicants

Name	Date of Birth	Relationship

**Emergency contact details** of close friends/relatives who will not be residing with you (must be Aust. phone numbers)

Name:	Name:
Address:	Address:
Relationship:	Relationship:
Home No:                      Mobile No:	Home No:                      Mobile No:

**Australian Citizen**☐ Yes ☐ No, attach copies of Passport and Visa

Visa Expiry Date:

**Current Address**

Address:

Rent per week: \$

Period of occupancy: Years..... Months.....

☐

Own home

☐

Rental

☐

Share Accommodation

Agent/Lessor:

Email:

Ph:

Reason for leaving:

Do you expect the Bond to be refunded in full? ☐ Yes ☐ No Why:**Previous Address**

Address:

Rent per week: \$

Period of occupancy: Years..... Months.....

☐

Own home

☐

Rental

☐

Share Accommodation

Agent/Lessor:

Email:

Ph:

Reason for leaving:

**Employment**

Current Employer:

Ph:

Job Title:

☐

Fulltime

☐

Part Time

☐

Casual

☐

Contract

Length of employment is: Years.....Months.....Pay day is.....of each week / fortnight / month

Payroll/Managers name:

Email:

**If self-employed**

Company Name:

trading as:

Address:

ABN:

Period self-employed - Years..... Months ..... Industry/nature of business:

Accountant Details:

Bus.Ph:

Creditor Referee:

Bus.Ph:

**If student**

Student ID#

Institution

Course

Duration

**Income – must provide verification**

Employment/Self employed

\$

gross per annum \$

net weekly

Other source

\$

gross per annum \$

net weekly

Centrelink

\$

gross per annum \$

net weekly

TOTAL:

\$

gross per annum \$

net weekly

**Pets**☐ No☐ Yes

Pet 1

Pet 2

Type of Pet/s and breed

Name/s

Council pet is registered with

Council Registration Number

**Smoker** ☐ No ☐ Yes

*Please Note:* Smoking is prohibited inside the property.

**Firearms** ☐ No ☐ Yes

*Please Note:* Firearms and Weapons must be lawfully possessed and satisfy specific licensing, registration and storage provisions under the *Weapons Act 1990* & *Weapon Regulations 2016*.

### Vehicles to be kept at property

Registration No: \_\_\_\_\_ Make & Model: \_\_\_\_\_

Registration No: \_\_\_\_\_ Make & Model: \_\_\_\_\_

*Please Note:* unregistered vehicles are prohibited at the property.

### Declarations – applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent? ☐ No ☐ Yes

Are you in debt to another lessor or agent? ☐ No ☐ Yes

Is there any reason known to you that would affect your ability to pay rent when due? ☐ No ☐ Yes

Was your bond at your last address refunded in full? ☐ No ☐ Yes

Was the property in a satisfactory condition when you inspected it? ☐ No ☐ Yes

Have you ever been bankrupt, or do you have an undischarged bankruptcy? ☐ No ☐ Yes

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records.

### Rent Payments

The Department prefers automated Direct Debiting for rent, to reduce the risk of missed rent payments. Your bank may charge a fee if your account holds insufficient funds and the payment dishonours. You are also able to make manual payments by Direct Bank Transfer to the Department's nominated bank account. You must ensure payments are made on or before the due date, to avoid a dishonoured notation on your ledger. Please advise which option you would prefer for your rent payments.

☐ Direct Debit (preferred method) ☐ Direct Bank Transfer

I apply for tenancy at .....(address)

for a period of ..... months, at a rent of \$.....per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_.

### Pre-moving Costs – to be paid upon approval of application

<b>Rent – first 2 weeks rent</b>	2 x \$	=	\$	Payable to Agency
<b>Bond – 4 times weekly rent</b>	4 x \$	=	\$	Payable to RTA
<b>TOTAL PRE-MOVING IN COST</b>			\$	

### Applicant's Checklist – before I submit this application, I have:

- ☐ Attached photocopies of documents to meet 100 or more points of ID which include required documents.
- ☐ Attached proof of income and/or savings.
- ☐ Completed the application form **fully**.
- ☐ Inspected the property both internally and externally.

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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### PRIVACY COLLECTION NOTICE

Property Professional Real Estate collects the information on this form to assess your suitability for the nominated rental property.

The information you provide in a reference may be disclosed to your nominated referee and if you are granted the tenancy, relevant information about you may be used by the PP to contact you about matters relevant to the property. Your personal information may be disclosed to insurance companies, body corporates, contractors, and tradespersons (where property maintenance is required).

In the event of a default, PP may use some of your information to access the services of the TICA Tenancy Database System (TICA). Where required, TICA may disclose that information to other subscribers and relevant third parties such as debt collection agencies.

Your personal information will not be disclosed to any other third party without consent unless required or authorised by law.

If you do not complete this form or do not wish to sign the declaration below, your application for tenancy cannot be considered, due to insufficient information to assess your suitability.

### ACKNOWLEDGEMENT OF APPLICATION

I, the applicant:

1. acknowledge that I have read and understood the above privacy collection notice.
2. acknowledge that I have received the Information Statement (Form 17a) and body corporate by-laws (if applicable) before completing this application.
3. acknowledge that I have reviewed the General Tenancy Agreement (Form18a), the standard terms and any special terms (**Tenancy Agreement**) before completing this application.
4. acknowledge that, in the event my application is accepted, 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.
5. consent to the use of electronic communications 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) including receiving advice or notification by SMS;
6. understand that by applying, PP or its bound agents may use the information collected about me to undertake investigations and searches (including tenancy database searches) as considered necessary: and
7. declare that the above information is true and correct and that I have supplied it of my own free will.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Time	
Date	