

RESIDENTIAL APPLICATION GUIDELINES

An application is to be completed by each adult who is to reside at the premises
Each applicant will be jointly and severally liable for the Tenancy Agreement
ONLY SUPPLY COPIES OF DOCUMENTS AS THEY WILL NOT BE RETURNED
YOU MUST PHYSICALLY INSPECT THE INSIDE OF THE PROPERTY PRIOR TO BEING APPROVED

Identification

You must provide 100 points of current identification including at least one piece of Photo Identification:

Passport, Birth Certificate, Citizenship Certificate:	70 POINTS PER ITEM
Drivers Licence with Photo, Student Card with Photo, Public Service ID, 18+ Card	40 POINTS PER ITEM
Debit Cards, Phone Accounts, Electricity/Gas Accounts, Bank Statements, Council Rates Notices, Rent Receipts, Car Registration, ATO Assessment Notice, Medicare Card, Electoral Roll	25 POINTS PER ITEM

Supporting Documentation

In evaluating your application we will consider your ability to pay the rent and maintain the property. You need to demonstrate to us how you will get the money to pay the rent, for example:

payslips employment contract letter of parental support bank statements showing regular or lump sum deposits

A written reference from a previous landlord or agent, stating your performance in maintaining the property, receiving the full bond refund, and confirming the rent was always paid on time would be highly regarded when assessing your application. You are encouraged to supply us with any other documentation or references which you feel may assist your application.

When will I know if my application is approved?

A fully completed application with all the required identification and supporting documentation will generally be processed in 2 business days. Please note that if someone else is applying with you as a joint tenant, we do not start processing until we have received a complete application package from all other joint tenants. Delays in may be encountered where we have difficulty in contacting your references, where there are multiple applications on the property, or in contacting the landlord for approval.

Do I have to pay any money to apply for a property?

No, you do not have to pay an application fee or holding deposit when you lodge an application. You may withdraw your application at any time, and likewise we will continue to promote the property and show it to other tenants until a tenancy agreement is signed.

What happens after my application is approved?

We will contact you by phone and ask you to pay 2 weeks rent as a holding deposit, you should do this as soon as possible as we continue to promote the property and show it to other tenants until we receive a holding deposit. You will then need to make a tenancy signup appointment and bring a Bond of 4 weeks rent in cash to the signup appointment, your holding deposit will then be allocated as your first 2 weeks rent. You should allow approximately one hour for the signup appointment.

What are the weekly Rent Rates?

Full 2 bedroom unit (max 4 tenants): \$400/week; 1 room for a single person: \$200/week; 1 room for 2 people: \$250/week. If a flat-mate is required, you can elect one to join your application, or we can find one on your behalf.

IMPORTANT –Authority and Disclaimer - IMPORTANT

By signing and submitting an application form, and in accordance with Section 18n(1)(b) of the Privacy Act, you are authorising us to conduct investigations into your suitability as a tenant. These investigations may include your credit worthiness and your credit history and/or capacity. These investigations are not limited to the contacts on your application form, and WILL include other sources such as national databases on tenant histories.

By submitting an application form, you are acknowledging you understand and agree that should the application NOT be accepted, the agent is NOT required to supply any reason for the rejection.

Fax to: (07) 3878 7405

TEL: 0414 484 405

APPLICATION FOR RESIDENTIAL TENANCY

Property Address: 189 Kelvin Grove Rd, Kelvin Grove, QLD 4059 **UNIT No:.....**at \$..... per week. For a fixed term of.....with the tenancy to start on/...../.....

I/We agree to supply any of the following information to assist in the processing of this application and agree that the agent may photocopy any item and retain as part of this application.

- **Photo Identification – Passport or Drivers Licence, plus one of the following:**
- **Current Motor Vehicle Registration papers**
- **Minimum of two references from previous lessor or agent**
- **Copy of previous accounts eg. Telstra, Energex, Gas etc.**
- **Last four rent receipts or copy of tenant’s payment ledger**

All Applicants must complete an Application form. Please state what portion of the unit you require:

- Full 2 bedroom unit – max 4 tenants (\$400/wk).....?
- Single room for 1 person (\$200/wk).....?
- Single room for couple (\$250/wk).....?

Pets: NO PETS ARE ALLOWED.

	<u>1st Applicant</u>	<u>2nd Applicant</u>
Have you ever been evicted by any lessor or agent?	YES NO	YES NO
Have you ever been refused another property by any lessor or agent?	YES NO	YES NO
Are you in debt to another lessor or agent?	YES NO	YES NO
Is there any reason known to you that would affect you rent payment?	YES NO	YES NO
Was your rental bond at your last rental address refunded in full?	YES NO	YES NO
If NO – What deductions were made?		
Rent Arrears
Repairs
Cleaning

Each applicant is to complete relevant information over page

1. I/We, the Applicant(s) declare the information provided in this application is true and correct and that I/We have supplied it of our own free will AND
2. I/We hereby authorise you as the letting agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify information provided.
3. I/We acknowledge that any false information I/We provide in this application could jeopardise this application and any subsequent tenancy agreement I/We enter into on approval by the lessor or agent.
4. I/We acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
5. I/We the Applicant(s) declare that I/We am/are not bankrupt and that the rental is within my/our means.
6. I/We have inspected the premises and wish to take a tenancy for a period of(minimum 6 months) from ___/___/___ at a rental of \$_____ per week.
7. I/We also undertake to pay a Rental Bond of \$_____ (4x weekly rental) when I/We sign the Tenancy Agreement.

Collection Notice Privacy Act 1988

The personal information the prospective lessee/tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant’s identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the lessor/s, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents. If the applicant would like access to the personal information the Agent holds, they can do so by contacting the agent (details below). The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

1st Applicant:

How did you find out about this property? (circle) Vacancy List / Courier-Mail / Sign / Internet / Other.....
Full Name of Applicant..... D.O.B. /..... /.....
Home Phone Work Phone..... Mobile.....
Email Drivers Licence # State
Car Brand/Model Car Registration Are you a smoker? Yes / No
Current Address..... Do you [] Own or [] Rent this?
Name of Agent/Owner Rent Paid \$.....
Address of Agent/Owner Phone.....
Reason for Leaving Period of Occupancy.....
Previous Address..... Did you [] Own or [] Rent this?
Name of Agent/Owner Rent Paid \$.....
Address of Agent/Owner Phone.....
Reason for Leaving Period of Occupancy.....
Is someone else applying with you to rent this property? If so, name(s).....

If employed:

Occupation Period of Employment.Income.....
EmployerAddress.....
PhoneName of contact.....

If student: Institution:Degree /Course.....Year.....

Children: Name(s) and Age(s) of all children (under 18) who will live at the property

Pets: Description of pets which will be kept at the property.....

If self-employed:

Name of Business.....A.B.NIndustry.....
Address.....Period self employment.....

Personal Referees (Do not include Relatives)

- 1. Name & Address.....Phone.....
- 2. Name & Address.....Phone.....

Name of Relatives or other persons to contact in case of emergency

- 1. Name & Address.....Phone.....
- 2. Name & Address.....Phone.....

In case of Emergency:

Name of person to contact:How Related
AddressPhone.....

I do solemnly and sincerely declare that all the information contained on this application is true and correct and has been willingly supplied to assist in the assessment of my application. I hereby give permission for DEV CAFE to request and be issued any information required to assess my suitability as a tenant, such as previous rental records, salary/income levels, and work history. I acknowledge that I have been issued with, I have read and understood, and I have retained a copy of the Application Guidelines.

Applicant signature:**Date:**

2nd Applicant:

How did you find out about this property? (circle) Vacancy List / Courier-Mail / Sign / Internet / Other.....
Full Name of Applicant..... D.O.B. /..... /.....
Home Phone Work Phone..... Mobile.....
Email Drivers Licence # State
Car Brand/Model Car Registration Are you a smoker? Yes / No
Current Address..... Do you [] Own or [] Rent this?
Name of Agent/Owner Rent Paid \$.....
Address of Agent/Owner Phone.....
Reason for Leaving Period of Occupancy.....
Previous Address..... Did you [] Own or [] Rent this?
Name of Agent/Owner Rent Paid \$.....
Address of Agent/Owner Phone.....
Reason for Leaving Period of Occupancy.....
Is someone else applying with you to rent this property? If so, name(s).....

If employed:

Occupation Period of Employment..... Income.....
Employer Address.....
Phone Name of contact.....

If student: Institution: Degree /Course..... Year.....

Children: Name(s) and Age(s) of all children (under 18) who will live at the property

Pets: Description of pets which will be kept at the property.....

If self-employed:

Name of Business..... A.B.N..... Industry.....
Address..... Period self employment.....

Personal Referees (Do not include Relatives)

1. Name & Address..... Phone.....

2. Name & Address..... Phone.....

Name of Relatives or other persons to contact in case of emergency

1. Name & Address..... Phone.....

2. Name & Address..... Phone.....

In case of Emergency:

Name of person to contact: How Related.....
Address Phone.....

I do solemnly and sincerely declare that all the information contained on this application is true and correct and has been willingly supplied to assist in the assessment of my application. I hereby give permission for DEV CAFE to request and be issued any information required to assess my suitability as a tenant, such as previous rental records, salary/income levels, and work history. I acknowledge that I have been issued with, I have read and understood, and I have retained a copy of the Application Guidelines.

Applicant signature: **Date:**