

# Application for Tenancy

## Applicant 1

### Item Schedule

#### 1. PREMISES DETAILS

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Address: \_\_\_\_\_

Lease commencement date:    /    /      Lease term:                      weeks/years

Rent:                      per week                      Bond:                      1 weeks deposit (Date):    /    /

Total amount payable on signing of tenancy agreement: \$ \_\_\_\_\_

I agree to pay by rent via      *Direct debit*  *Internet banking*  *Direct to commonwealth bank*

#### 2. APPLICANT'S CONTACT DETAILS

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Full Name: \_\_\_\_\_ Date of Birth:    /    /

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_

#### 3. APPLICANT'S DETAILS / HISTORY

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##### **Current Address:**

Period of Occupancy: \_\_\_\_\_ Situation: *Renting/Owned/Other*

Landlord/Agent Details (*if applicable*) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

##### **Previous Address:**

Period of Occupancy: \_\_\_\_\_ Situation: *Renting/Owned/Other*

Landlord/Agent Details (*if applicable*) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Have you ever been evicted from a premise?       Yes       No

Are you currently in any debt to any landlord or agent?       Yes       No

##### **Current Occupation:**

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly After Tax Income: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

##### **Self-Employed:**

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly After Tax Income: \_\_\_\_\_

Employer/Business Name & ACN: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant 2**

**4. PREMISES DETAILS**

Address: \_\_\_\_\_

Lease commencement date:    /    /      Lease term:                      *weeks/years*

Rent:                      *per week*                      Bond:                      1 weeks deposit (Date):    /    /

Total amount payable on signing of tenancy agreement: \$ \_\_\_\_\_

I agree to pay by rent via      *Direct debit*  *Internet banking*  *Direct to commonwealth bank*

**5. APPLICANT'S CONTACT DETAILS**

Full Name: \_\_\_\_\_ Date of Birth:    /    /

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_

**6. APPLICANT'S DETAILS / HISTORY**

**Current Address:**

Period of Occupancy: \_\_\_\_\_ Situation: *Renting/Owned/Other*

Landlord/Agent Details (*if applicable*)    Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Previous Address:**

Period of Occupancy: \_\_\_\_\_ Situation: *Renting/Owned/Other*

Landlord/Agent Details (*if applicable*)    Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Have you ever been evicted from a premise?       Yes       No

Are you currently in any debt to any landlord or agent?       Yes       No

**Current Occupation:**

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly After Tax Income: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Self-Employed:**

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly After Tax Income: \_\_\_\_\_

Employer/Business Name & ACN: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**7. LANDLORD/AGENT**

**Peter Campbell Realty**

ABN: 55 009 890 555

Shop 8, 107 Morayfield  
Morayfield QLD 4506  
Ph: (07) 5495 7811

Fax: (07) 5495 6211

After Hours: Drop form to Cheesecake Shop

Email: rentals@petercampbellrealty.com

720 Albany Creek Road  
Albany Creek QLD 4035  
Ph: (07) 3264 2311

Fax: (07) 3264 3514

After Hours: Drop form to Life As Air Bakery

Email: rentals@petercampbellrealty.com

**8. UTILITY CONNECTION**

By "On The Move"

ph. 1300 850 360

Required?

Yes

No

**9. PETS**

Types/Breed:

Number:

**10. USE OF PREMISES**

Will the premises be used for business purposes:

Yes

No

**11. OCCUPANTS**

Number of Adults:

Number of Dependants:

Full name/s of adult/s and unaccompanied minor/s to reside of the Premises:

- |    |      |    |      |
|----|------|----|------|
| 1. | age: | 4. | age: |
| 2. | age: | 5. | age: |
| 3. | age: | 6. | age: |

**12. IDENTIFICATION – 100 POINTS PER APPLICANT**

Prior to any Tenancy Application being considered **each applicant** must produce 100 points of identification. Items marked with an asterisks(\*) must be provided.

Identification	POINTS	App. 1	App. 2	Identification	POINTS	App. 1	App. 2
Drivers License *	20			Photo ID	20		
Last 4 Rent Receipts*	20			Birth Certificate	10		
Tenancy History Ledger *	20			Passport	20		
Bank/ Cr Card Statements *	15 each			Phone, Electricity or Rates Bills	15 each		
Pay Slips *	20			Vehicle Registration Documents	15		
Centrelink Statement (if appli.) *	15			Pension or Health Care Card	15		

**SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS, PLEASE TALK TO US. WITHOUT 100 POINTS AND A CLEAN TICA, WE CAN'T RE-INSURE THE RISK, AND WE WONT TAKE THE RISK, BY LETTING TO YOU.**

Signature/s: .....

Date: ...../...../.....

**13. FINANCIAL DETAILS**

<b>Total Income</b>		App. 1	App.2
Bring Home Wages/Pension	(1)	\$	\$
Family Payment –	Part A (2)	\$	\$
	Part B (3)	\$	\$
Rent Allowance/Income	(4)	\$	\$
<b>Available Bring Home Income (total of 1, 2, 3 &amp; 4)</b>	<b>A(1)</b>	<b>\$</b>	<b>A(2) \$</b>

(note child maintenance will not be included)

<b>Less Current Financials weekly Commitments</b>		App.1	App.2
Credit Cards	Limit \$ 5% of limit	\$	\$
Store Cards		\$	\$
Child Maintenance		\$	\$
Motor Vehicle or Other Personal Loans		\$	\$
Other Commitments (provide details)		\$	\$

<b>TOTAL existing Financial commitments</b>		<b>B(1) \$</b>	<b>B(2) \$</b>
<b>Available income</b>	<b>A – B =</b>	<b>C (1) \$</b>	<b>C(2) \$</b>
<b>NETT AVAILABLE INCOME</b>	<b>C1 + C2 =</b>	<b>D \$</b>	

**Ready Rent Reckoner**

Net per week (i.e. D)	Rent Limit (p/w)	Net per week (i.e. D)	Rent Limit (p/w)
400	160	1000	400
500	200	1100	440
600	240	1200	480
700	280	1300	520
800	320	1400	560
900	360	1600	640

**Privacy Act Acknowledgement for Tenants**

In accordance with privacy principle 1.3 of the privacy act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to any agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicants declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy information database for the member of the database company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such a breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the condition of the database company.

I/we understand that TICA Default Control Pty Ltd is a database company that allows its member access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my /our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that calls to the TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Signature/s: .....

Date: ...../...../.....

## TERMS OF APPLICATION

### 1. Declaration

#### 1.1 The applicant Declares:

- (1) That all the above details are true and correct
- (2) That the Agent is authorised to cross reference relevant detail against the listed references and check through any reference check organisation that the Agent may be affiliated with,
- (3) Not to be bankrupt or insolvent

### 2. Applicant Agrees

#### 2.1 The applicant agrees that:

- (1) They have inspected the premises in item (1) and accept its condition.
- (2) On acceptance of this application by the landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the bond and rent amounts in item (1) by a method acceptable to the agent. Such payments to be Cleared Funds prior to occupancy.
- (3) The applicant will sign the Tenancy Application forthwith upon presentation of the same by the agent.
- (4) This tenancy application, unless accepted, creates no contractual or legal obligations between the parties.
- (5) The applicant understands that the agent/ landlord is not required to give an explanation to the applicant for any application not approved.

#### 2.2 On the signing of this tenancy application the Applicant may be required to pay a holding deposit:

- (1) If the tenancy agreement is entered into the holding deposit must be applied in payment in whole or in part of the Rental Bond and rent.
- (2) If the applicant's application is accepted and the applicant does not enter into the agreement the holding deposit will be forfeited to the landlord.
- (3) If the tenancy application is not accepted the holding deposit will be refunded.

### 3. Utility Connection Service

Where *On The Move* or other utility connection service arranges services on your behalf, the applicants consent to disclosure of personal information for the purpose of connecting or disconnecting utility services. The Agent, *On The Move* or other provider does not accept responsibility for any delay, failure or loss that may occur if a requested utility service is not connected. The agent, its employees and *On The Move* may receive a benefit in relation to the connection of the service. The agent may receive your new phone number for contact purposes unless you specifically request this not to happen. The service provided by *On The Move* is a free service, however standard utility connection fees or bonds may apply as part of service provided by the utility provider. If *On The Move* has not contacted you within 24 hours of the application being submitted, it is the applicants responsibility to contact *On The Move* on 1300 850 360 to arrange connections. Please note that your referral to a utility connection provider has no effect on your Application for this rental property.

### 4. Privacy Statement

The Agent collects and uses personal information obtained from you as the Applicant to provide the services required by you on your behalf. You as the applicant agree the agent may collect, use and disclose your personal information in accordance with and subject to the Privacy Act 1988 (CTH) for (where applicable) marketing, sales promotion and administration and as required for legislative and regulatory requirements relating to promotion administration and use of the agents products and services. If you have opted to use a utility connection service, you consent to the disclosure of the information contained within this Application to *On The Move* Australia Pty Ltd (ABN 24 634 310 965) or another utility connection provider for the purpose of enabling the connection and or disconnection of your services. Without provision of certain information the Agent may not be able to act effectively or at all on the Principal's behalf. The applicant has the right to request the agent provide details of such information and also correct any inaccurate or out of date information.

### 5. Arrears Policy

I/We hereby acknowledge that I/we have understood the arrears management procedure below, furthermore I/we understand that should rental payments not be made by the due date the following action may be taken.

4 or more days in arrears – Reminder phone call.

7 or more days in arrears – Notice to Remedy Breach.

14 or more days in arrears – Notice to leave.

21 or more days in arrears – court action.

I/We understand that the Lessor/Lessors agent in relation to outstanding rental payments may take any or all of the above actions. Further that any notices issued, form part of my/our permanent rental history file and may interfere with renting in the future.

### 6. Payment of rent

By signing this application form, the applicant/s agree that under the Electronic Transaction Act 2001 (QLD), under no circumstances will cash or cheque be received at any office, after the initial bond and 2 weeks rent.

### 7. Special Conditions - Annexure A

The applicant has read and agrees to be bound by the special conditions found within the 'Annexure A' document as viewed on [www.petercampbellrealty.com](http://www.petercampbellrealty.com), under the rental management icon.