

# Successful Hints for Residential Tenancy Application

The **MORE** information you provide –  
The **EASIER** it is to process your application.

## Please provide as many of the following as possible.

- You are required to meet a 100 point identification criterion upon submission of your application, and the agent/ lessor may photocopy any item and retain as part of your application.
- **10 Points-** Medicare card, birth certificate, motor Vehicle Registration Papers.
- **30 Points:** Bank Statements, Recent utility accounts e.g.: phone, electricity or gas.
- **40 Points:** Drivers Licence, Passport, 18+ card, student ID, last four rent receipts, tenant ledger, rental bond history statement available from the RTA
- **You will also be required to supply the agency with proof of your income upon submission of your application**
  - Employed:** last two pay slips
  - Self Employed:** Recent Bank Statements, group certificate, or accountants letter
  - Not Employed:** centrelink statement

Once your application has been accepted, you are required to pay your first week rent to secure the property. At this time, you should make an appointment with your Property Manager to sign your lease and collect the keys.

Lessors are able to pass on the full water consumption costs to tenants if the rental premises are individually metered (or water is delivered by vehicle)

If the premises are individually metered but not water efficient, the owner agrees to pay the first \$100.00 per six months for the water consumption and the tenant is liable for any consumption above this amount.

**PLEASE NOTE: WE DO NOT ACCEPT CASH IN OUR OFFICE AT ALL PLEASE  
SEE AGENT ABOUT OTHER METHODS OF PAYMENT.**



Mooloolaba Real Estate  
Shop 3/17-19 Brisbane Road  
Mooloolaba Qld 4557  
Ph: 07 5444 1066  
Fax: 07 5444 2604

[bonnie@mooloolabarealestate.com.au](mailto:bonnie@mooloolabarealestate.com.au)  
[www.MooloolabaRealEstate.com.au](http://www.MooloolabaRealEstate.com.au)

## **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 organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

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

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information to be provided 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 database for the assessment of my/our tenancy application. I/we further give consent to 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 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 conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members 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 the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Signed by Applicant One \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by Applicant Two \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**REQUEST FOR RENTAL  
REFERENCE  
AND RENT LEDGER**



**Attention:** *Property Manager @* \_\_\_\_\_

Fax Number: \_\_\_\_\_

Could you please complete this request and fax back to us with a copy of the **tenants ledger** to  
**(07) 5444 2604**

\_\_\_\_\_  
Tenants Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

I, the applicant, hereby authorize the letting agent to conduct any and all inquiries and or searches to verify the information contained in this application.

**Tenants Signature:** \_\_\_\_\_

What is the weekly rent? \$ \_\_\_\_\_

Are the rental payments being made on the due date? YES  NO

If not, did their rental payments pose a problem for you? YES  NO

Are the tenants breaking their lease? YES  NO

Was the above applicant an approved tenant? YES  NO

Were there any other occupants living at the premises? YES  NO

If yes, were they approved tenants? YES  NO

How were the periodic inspections? POOR  FAIR  GOOD

Would you rent to this tenant again? YES  NO

**Any questions contact Mooloolaba Real Estate (07) 5444 1066**

*Please ensure all fields are completed so we can process your application promptly*



# Tenancy Application Form

Shop 3 /17-19 Brisbane Road, MOOLOOLABA QLD 4557

Phone:07 5444 1066 Fax:07 5444 2604

Email: [bonnie@MooloolabaRealEstate.com.au](mailto:bonnie@MooloolabaRealEstate.com.au)

Web: [www.mooloolabarealestate.com.au](http://www.mooloolabarealestate.com.au)

*Please ensure all fields are completed so we can process your application promptly*

## Rental Property Details

Address: .....

Postcode: .....

Rental Amount \$ ..... Weekly OR \$ ..... Monthly

Bond Amount \$ ..... Payable to RTBA

Preferred Tenancy start date: ...../...../..... Term: ..... mths

How many people will reside at the property?

Adults: ..... Children: ..... Age of Children: .....

Pets? If yes, how many? ..... Type/breed? .....

OFFICE USE ONLY Lease Connect Date: ...../...../.....

PROPERTY MANAGER: .....

Current Address: .....

Postcode: .....

How long at this address: ..... years..... months

If Rented - Rent paid \$ ..... per week

Current landlord/agent: .....

Phone no. of landlord/agent: .....

Reason for leaving: .....

Previous Address: .....

Postcode: .....

How long at this address: ..... years..... months

Previous landlord/agent: .....

Phone no. of landlord/agent: .....

If Rented - Rent paid \$ ..... per week

Reason for leaving: .....

Current Employer: .....

Occupation: .....

Full time  Part time  Casual

Length of Employment: ..... years..... months

Net Income per week: \$ .....

Address: .....

Postcode: .....

Contact person: .....hone: .....

Previous Employer: .....

Length of employment: ..... years..... months

Address: .....

Contact person: ..... Phone: .....

## Applicant Details

Title: ..... Family or Surname: .....

Given Name/s: .....

Date of Birth: ...../...../..... Home Ph: .....

Work Ph: ..... Mobile Ph: .....

Email address: .....

Australian Driver's Licence No: .....

State: ..... Expiry date: .....

Passport No (if applicable): .....

Country: ..... Expiry date: .....

Pension No (if applicable): .....

Type: ..... Expiry date: .....

Own Motor Vehicle?  Yes  No

Car Make/Model: .....

Car Rego ..... State .....

*I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.*

Applicant's Signature ..... Date: ...../...../.....

**References** (No family or current employer contacts)

1. Name:.....

Relation to the applicant:.....

Home Ph: ..... Work Ph:.....

Mobile Ph: .....

2. Name:.....

Relation to the applicant:.....

Home Ph: ..... Work Ph:.....

Mobile Ph: .....

**If you receive a Centrelink Payment**

(Copy of most recent payment statement to be supplied)

Type of payment:.....

Customer Reference Number (CRN):

**Emergency contact / Next of Kin:**

1. Name:.....

Relationship to the applicant:.....

Address: .....

Home Ph: ..... Mobile Ph: .....

2. Name:.....

Relationship to the applicant:.....

Address: .....

Home Ph: ..... Mobile Ph: .....

**If you are a student** Name of Institution: .....

Faculty / Department: .....

Student Identification (ID) Number:.....

Income source:.....Net weekly income: \$.....

**NO OBLIGATION FREE UTILITY CONNECTION SERVICE**



**PH: 1300 850 360**  
**FAX: 1300 661 160**

If you would like assistance, (at no additional charge) with connection and disconnection of telephone, electricity, gas and water to your new home then tick the box below. On the Move will contact you and explain the details of the services available.

**YES! I would like On The Move to contact me to arrange my utility connections.**

You may receive a \$15 gift voucher by using our utility connection services

**NOTE: This service has no effect on your application for this rental property**

**Terms & Conditions:** I consent to the disclosure of this page of the application form to **On The Move (Aust.) ABN 84 101 648 257** for the purpose of enabling On The Move to offer connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service. The agent will receive your new phone number for contact purposes, unless you specifically request this not to happen. If you would like to access your personal information held by On The Move, please contact our office. Normal connection fees and bonds apply. **An On The Move representative will contact you to confirm your personal and property details prior to connection. If On The Move has not contacted you within 24 hrs of the application being submitted, it is the tenants responsibility to call On The Move on 1300 850 360 if you wish On The Move to arrange connections.**

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## APPLICATION INSTRUCTIONS

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1. All details are to be printed clearly and completed in full.
2. If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
3. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
4. Should your application be successful we will require the following:
  - i. The 2 weeks rent payable by **money order** or **bank cheque**, (made payable to **Mooloolaba Real Estate**).
  - ii. The bond amount payable by **money order** or **bank cheque**, (made payable to **Mooloolaba Real Estate**).
5. If the required amount is not received within 24 hours the property will then be put back on the market for the next application or tenant/s to take.
6. WE DO NOT ACCEPT CASH IN OUR OFFICE, AGENT WILL ADVISE OTHER METHODS OF PAYMENT

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**Applicant's name/s:** .....

.....

**Signed by applicant/s:**..... **Dated:** .....