



Tenancy Application Form

13 Old Toowoomba Road, One Mile Qld 4305 (PO Box 3211, West Ipswich Qld 4305)
Phone: (07) 3282 8600 Fax: (07) 3812 9381 Email: rentals@alre.com.au

Property Address:

Rent Per Week: \$ Term Required:

Personal Details

Given Name: Middle Name: Surname:

Date of Birth: Drivers Licence: Passport No.:

Current Address:

Home No: Mobile No: Work No:

Ownership of Residence: Own Home Renting Boarding

(Please circle which is applicable)

Renting History

Current Address:

Name Owner/Agent:

Home No: Mobile No: Work No:

Rent paid per week: Term of Residence:

(If rented for less then 2 years, continue history details)

Previous Address:

Name Owner/Agent:

Home No: Mobile No: Work No:

Rent paid per week: Term of Residence:

Previous Address:

Name Owner/Agent:

Home No: Mobile No: Work No:

Rent paid per week: Term of Residence:

Dependants? Yes / No How many? Ages:

Pets? Yes / No How Many? Breed:

Employment History

Employed? Yes / No Type: Full Time Part Time Casual
(Please circle which is applicable)

Occupation:
Company Name:
Address:
Length of Employment: Wage per week:
Contact Name: Phone Number:

(Please complete if self-employed)

Business Name:
Address:
Length of business: Income per week:
Accountant Name: Contact Number:
ABN Number: Annual Income:

Centrelink Benefits

Centrelink Number: Amount per week:

Next of Kin

Name:
Address:
Contact Number: Relationship:

Personal Referees (please do not use relatives and/or partners)

Name:
Address:
Contact Number: Relationship:
Name:
Address:
Contact Number: Relationship:

Applicant Statement

1. I declare that the above information is true and correct and that I have supplied it of my own free will.
2. I have viewed the property that I am applying for both internally and externally.
3. All persons residing at the premises over 18 years of age have filled in an individual application form.
4. I agree that should this application been approved by the agent I will pay a holding deposit which is equivalent to one weeks rent prior to the commencement date to hold the premises for me.
5. I agree that should I wish to withdraw my application of the property in question and a deposit has been paid that I forfeit this money in full for costs associated with taking the property off the market eg. Loss of rent for the owner/advertising etc.
6. I wish to undertake a tenancy for a period of _____ months, to commence on ____ / ____ / ____
7. Agreed rental price of \$_____ per week
8. I understand that on commencement day of renting the property a bond to four weeks rent.
9. Possession of this property will not take effect until bond and two weeks rent has been paid in full.
10. I acknowledge that my personal contents insurance is not covered under any lessor insurance policies and understand that it is my responsibility to insure my own personal belongings.

PRIVACY STATEMENT

I, the applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in this application and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my application be accepted, upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases.

Signed: _____

Date: ____ / ____ / ____

Application Checklist

We require the following information to be supplied to process an application

- ✓ Photograph identification – Passport or Drivers License
- ✓ Reference from previous landlords or agents
- ✓ Proof of last residential address i.e. Telstra account, Electricity or Gas supply account, bank or credit card statement
- ✓ Copies of previous rental receipts
- ✓ Copy of previous lease agreement
- ✓ Supporting proof of income for payment of rental
- ✓ On approval of application all monies due MUST be paid in full by BANK CHEQUE, MONEY ORDER, or INTERNET TRANSFER only.
- ✓ Application will only be processed on a completed AND signed tenancy application form.

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be processed.

TENANCY APPLICANTS NOTE:

This office is a member of the *TENANCY INFORMATION CENTRE OF AUSTRALIA PTY LTD (TICA)* all applicants for tenancy in this office are processed through *TICA*.