

TENANCY PRE-APPLICATION

Important Information – TO ALL NEW TENANTS

PRE-APPLICATION INFORMATION

Before viewing any of the available rental properties that are managed by our agency, you are required to complete the following pre-application form and provide us with identification verification details, rental reference details and employment or income details.

Please fill in every section on the attached forms and return the forms to our office either in person or by email.

Please ensure all documents have been photocopied prior as our agency charges .50c per sheet that you require copied or scanned which will not be done until payment is received.

We will then contact your rental references to confirm your rental history, confirm your employment and check your name on the TICA Tenancy Database for the purpose of checking your tenancy history.

This process may take a few days to complete (as we need time to be able to contact your references and employers) and we will contact you as soon as we can and advise you if you have been approved to book an appointment to view the available rental properties with 48 hours of your approval.

Please note that we do not give out property keys for your own private viewings for security reasons.

SELECTING A PROPERTY:

You may choose to view the property online at www.redcountry.com.au or book a time with our agency to view the property. Please note: If you are more than 10 minutes late for your appointment, you will be required to book a new time as agents will not wait for more than 10 minutes due to staff shortages.

Once you have viewed and selected a suitable rental property we will then submit your application onto the owner of the property who will advise us if they accept or reject your application to lease their property.

APPLICATION PROCESS:

If your application is declined: Please be aware that landlords are NOT required to give a reason for rejecting your application and it is up to you to ensure that you provide the agency with suitable references who we are able to contact and that your rental history demonstrates that you are a suitable tenant for the rental property (able to pay rent, maintain the rental property to a good standard and meet your obligations under the lease agreement). If we are not provided with all information and suitable details, we will not chase you to request further details. Therefore we will not process your application and you will be automatically declined so it is your responsibility to ensure these forms are correctly completed the first time. Your application will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.

If your application is approved: You MUST be available and willing to sign the General Tenancy Agreement and pay 2 weeks rent within 2 business days of acceptance from the owner. The property will remain advertised until this is completed. Please do NOT submit a pre-application or application unless you are in the financial position to pay the 2 weeks rent within 48 hours.

The bond (equal to 4 weeks rent) is to be paid prior to keys being collected on moving-in day. Pre-moving costs can be direct debit or paid in cash.

If you change your mind: Once you have been verbally approved by the agent, paid your 2 weeks rent and have viewed the General Tenancy Agreement, should you change your mind about the property and decide not to proceed with the property, the 2 weeks rent will be forfeited to the landlord in full.

TENANCY PRE-APPLICATION

I am applying for the rental property situated at: _____

I wish to apply for a tenancy of _____ months, at a rental of \$ _____ per week commencing on the
____/____/____

HOW DID YOU FIND OUT ABOUT THIS PROPERTY? (Please circle)

Website / Agency Contact / Referral / Other Agent / Sign / Newspaper / Other

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION:

- One application is to be completed per person over the age of 18 years who wishes to reside at the property. ALL tenants over the age of 18 must complete an application and be listed as a tenant on the General Tenancy Agreement. There are NO EXCEPTIONS to this rule.
- This application **WILL NOT be processed** until it is fully completed and all supporting documents are provided as required by following the below checklist
- Prior to submitting your application, please ask to sight a General Tenancy Agreement. Alternatively you can view this on the Residential Tenancies Authority website: www.rta.qld.gov.au and look under *Forms for General Tenancies*

ACCEPTED DOCUMENTS FOR SUPPORTING IDENTIFICATION (Please tick)

- Australian Driver's license **and/or** Birth Certificate **and/or** 18+ Card (Proof of identification)
- Bank Statement **or** Current vehicle registration **or** Telephone / Electricity Account **or** Credit Card statement **or** Pension / Health Care Card (Proof of current address)
- Two (2) most recent payslips if employed **or** Centrelink statement if receiving Centrelink benefits **or** most recent financial years' statement & business bank statement if self-employed **or** Centrelink income statement if on benefits. (Proof of ability to pay rent)

YOU MUST PROVIDE AT LEAST ONE OF EACH OF THE ABOVE CRITERIA WHEN SUBMITTING YOUR APPLICATION SO THAT IT CAN BE PROMPTLY PROCESSED.

APPLICATION CHECKLIST – Before I submit my application I have... (Please tick)

- Completed the application form fully, including the privacy statement and providing all relevant pieces of identification
- Sighted a copy of the General Tenancy Agreement, Terms and any special terms to read. If not, please contact the agent.
- Agreed that I am available to view the property within 48 hours of my application being pre-approved.

DECLARATIONS (Please circle)

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 on time?	No	Yes
Was your last bond refunded in full?	No	Yes

I declare the information provided is true and correct. I give the agent consent to verify details via the Tenancy Information Centre of Australia. I declare that I am not bankrupt or an undischarged bankrupt.

Advice of usual use of Tenancy Database (TICA): This agency and staff WILL USE TICA for the purpose of checking the Applicant's tenancy history and to assist in decided whether a residential tenancy agreement should be entered into with this person. Please sign below to acknowledge the use of the tenancy database for the purpose of checking your application:

I understand that if I am approved for the property, I must be available and willing to sign the General Tenancy Agreement and pay 2 weeks rent within 2 business days of acceptance from the owner. The bond (equal to 4 weeks rent) is be paid prior to keys being collected on moving-in day. Pre-moving costs can be direct debit or paid in cash.

I understand that if I change my mind about the property after I have viewing the General Tenancy Agreement and been verbally approved by the agency, the 2 weeks rent will be forfeited to the landlord in full.

Please note that a fee may be charged to you as tenant each month if you choose to pay your rent via Centrelink, unless the owner requires this of the tenant – then the cost is charged to the landlord.

Applicant's Name: _____ Signature: _____ Date: ___ / ___ / ___

**PLEASE RETURN THESE FORMS TO
96 PARRY ST, CHARLEVILLE OR EMAIL: rentals@redcountry.com.au**

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Red Country Real Estate

ADDRESS: 96 PARRY STREET

SUBURB: CHARLEVILLE

STATE: QLD POSTCODE: 4470

PHONE:

07 4654 2737

MOBILE:

0428576195

FAX:

N/A

EMAIL:

property@redcountry.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent: \$ Rent period: ← weekly / fortnightly / monthly Bond: \$

Tenancy Term: Fixed term agreement Periodic agreement

Starting on: Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

WORK PHONE: MOBILE: HOME PHONE: EMAIL:

Driver's Licence/passport number: State:

Number of vehicles: Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets:

Type of Pet/s: Are your pets registered with a council? Yes No

If Yes, please state which council:

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____
SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (if renting): _____ AGENT/LESSOR PHONE: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____
SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No if yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			
REFEREE 2:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			
REPRESENTATIVE 2:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

- 1. Have never been evicted by an Agent/Lessor True False
- 2. Have no known reasons that would affect my ability to pay rent True False
- 3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

- 4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

- 1. Acknowledge that 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. Yes No
- 2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 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. Yes No
 - 2.2 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. Yes No
- 3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
- 4. Consent and understand that should my tenancy be accepted and 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 corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
- 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
- 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
- 7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
- 8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
- 9. Consent to the use of email and facsimile 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)*. Yes No
- 10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

TENANCY APPLICATION CHECKLIST

Please complete the Tenancy Application Checklist and submit it together with your Tenancy Pre-Application.

Before I submit this Pre-Application, I confirm I have...

- Attached photocopies of documents to meet 100 or more points of ID as listed on the Pre-Application.
- Inspected the property externally and will inspect internally within 48 hours if my application is pre-approved
- Completed all details in full on the Tenancy Pre-Application.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Agency's Privacy and Notification of Data Collection Statement on the website www.redcountry.com.au
- Read and signed Consent sections of the Tenancy Pre-Application
- Been given a copy of the Tenancy Agreement Terms and any additional or special Terms that apply to the Property before submitting this Pre-Application for Tenancy. Please ask Agency if you haven't
- Been given a copy of other document or information for disclosure.
- Other – please specify

PROPERTY ADDRESS

APPLICANT NAME

Signature

Date

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
Tenancy Application Checklist completed by Tenant			
Application received			am/pm
Checked original ID			am/pm
Compared signatures to original ID			am/pm
Checked ALL Consents signed			am/pm
Checked Application is completed in full			am/pm
Nominated Applicant to contact if shared Tenancy	Name		Phone