

## TENANT APPLICATION INFORMATION

Applicants **MUST** inspect the property prior to being approved

- Applications will **NOT** be processed unless all information is supplied at the time of submission
- An application is to be filled out by **ALL** persons over **18** years of age who will reside in the premise
- The property will **NOT** be deemed as let to you until the application has been approved, the lease been offered to you and the 2 weeks rent in advance paid
- If you withdraw your application after being pre-approved and lease being offered to you, than your two week rent in advance is non-refundable.

## REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed until ALL documents are given.

We require 100 checkpoints of identification using the following as a guide:

<u>Total Points</u>		<u>Document Type</u>	<u>Points</u>
	<u>One of the following photos ID must Provide as support Document.</u>	Drivers Licence	30 Points
		Passport	30 Points
		18+ Card	30 Points
	<u>One of the following income statements must provide as support document.</u>	Last 2 Payslips	30 Points
		Bank Statements	20 Points
		Centrelink Statement	20 Points
	<u>Other support document</u>	Council Rate Notice	10 Points
		Tenant Ledger	10 Points
		Reference Letter	10 Points
		Motor Vehicle Rego Papers	10 Points
		Medicare Card	10 Points
		Birth Certificate	10 Points

## GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

**APPROVAL OF APPLICATION** – Upon approval of your application, we require payment of 2 weeks rent in advance to secure the property. If this is not received, the property is still considered available and may be given to another applicant. Please note If you withdraw your application after being pre-approved and lease being offered to you, than your deposit two weeks rent in advance is non-refundable.

**SIGNING OF THE TENANCY AGREEMENT & COLLECTION OF KEYS** – All occupants must have signed the lease prior to collecting keys. The keys will not be released until commencement date shown in your lease documents

**PAYMENT OF RENT AND BOND** - Prior to taking possession of the property we the rental bond to be paid in full. All future rental payments can be made Direct Debit or we can process a credit card payment over the phone. It is also a requirement that your rent remains 2 weeks in advance throughout your tenancy.

**CONNECTION OF UTILITIES** – It is the tenants' responsibility for the payment of all utilities and to ensure that they are disconnected at the end of tenancy unless otherwise stated in the lease agreement. Part of Harcourts Beyond service is that we are able to provide free utilities comparison, to help you get the best value for money using both **Direct Connect** and **Aussie Bill Compare**.

**TENANT DEFAULT AGENCY** – This office is a member of the Tenancy Information of Australasia (TICA), which is a tenant default agency. Should you default or breach a term of your tenancy agreement, the details may be listed with TICA

**BARCLAY MiS DEBT COLLECTION** – Our office employs the services of Barclay MiS Debt Collection Agency to assist in recovering monies from tenants if default in rent occurs and if monies are outstanding at the time of vacate.

\*For you to be accepted we are obliged to do extensive checks on behalf of the landlord

# APPLICATION FOR TENANCY

## PROPERTY

Property being applied for : \_\_\_\_\_ Rent per week: \_\_\_\_\_  
Term of lease requested: \_\_\_\_\_ years \_\_\_\_\_ months Earliest move in date: \_\_\_\_\_

## APPLICANT DETAILS

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_  
Smoker: YES / NO

## Person to Contact in Case of Emergency (Must not be intended to live with you)

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address : \_\_\_\_\_

## Occupants intending to reside at the property

Number of Adults: \_\_\_\_\_ Number of Dependants: \_\_\_\_\_  
1. \_\_\_\_\_ Age \_\_\_\_\_ 2. \_\_\_\_\_ Age \_\_\_\_\_  
3. \_\_\_\_\_ Age \_\_\_\_\_ 4. \_\_\_\_\_ Age \_\_\_\_\_  
5. \_\_\_\_\_ Age \_\_\_\_\_ 6. \_\_\_\_\_ Age \_\_\_\_\_

**Pets:** YES / NO Number of Pets: \_\_\_\_\_

Type: \_\_\_\_\_ Age: \_\_\_\_\_ Registered with council: YES / NO Council: \_\_\_\_\_  
Type: \_\_\_\_\_ Age: \_\_\_\_\_ Registered with council: YES / NO Council: \_\_\_\_\_  
Type: \_\_\_\_\_ Age: \_\_\_\_\_ Registered with council: YES / NO Council: \_\_\_\_\_

## Vehicles to be kept at the premise:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Registration: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Registration: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Registration: \_\_\_\_\_

## Present Address:

Renting: YES / NO Owner Occupier: YES / NO Boarding/Lodging: YES / NO  
Name of Agent / Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ Rent paid: \_\_\_\_\_

## Previous Address:

Renting: YES / NO Owner Occupier: YES / NO Boarding/Lodging: YES / NO  
Name of Agent / Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ Rent paid: \_\_\_\_\_

## Income Details

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_ FULL TIME / PART TIME / CASUAL Hours per week: \_\_\_\_\_  
Net income (after tax): \_\_\_\_\_ Weekly / Fortnightly / Monthly

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_ FULL TIME / PART TIME / CASUAL Hours per week: \_\_\_\_\_  
Net income (after tax): \_\_\_\_\_ Weekly / Fortnightly / Monthly

IF STUDENT: Name of Institute Attending: \_\_\_\_\_

Name and Length of Course: \_\_\_\_\_

Are you receiving Government Assistance: YES / NO (Please Provide Proof)

Are you receiving Parental / Guardian Assistance: YES / NO (Please Provide Proof)

**TERMS & CONDITIONS – AUTHORITY & PRIVACY DISCLAIMER**

Applicants Name: \_\_\_\_\_

The applicant acknowledges that this application is subject to the final approval of the property owner / lesser. It is agreed that acceptance of this application is also subject to a satisfactory report as to the applicants credit worthiness.

The applicant acknowledges that they have received, read and understood the Tenancy Agreement which has been provided along with their application, as well as the Terms and Conditions of said application, prior to the signing and submission of the Application.

I (the applicant) do solemnly and sincerely declare that the information provided within this application is true and correct.

I have inspected the premises and wish to take a tenancy of such premises for a period of \_\_\_\_ years \_\_\_\_ months at a rental of \$\_\_\_\_\_per week.

I (the applicant) acknowledge the following:

- As part of the pre-approval process once an application has been successfully pre-approved, the applicant will be contacted by the office with the lease terms to be offered. Should all information be correct, the applicant will be asked to make a 2 week rent in advance in order to confirm pre-approval.
- Should the applicant choose to withdraw their application they have 24 hours from when the two weeks rent in advance being paid. The applicant will forfeit their two weeks rent in advance should they chose to withdraw after the 24 hours term.
- Once the owner has given final approval of the application the property manager will then draft the final copy of the lease agreement. The applicant has 24 hours to sign and return this lease agreement. Failure to do this may result in the agent recalling the contract offer and proceeding to the next application for the property.

Applicant signature: .....

Date: .....

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 Harcourts Beyond to request and receive any information required to assess my suitability as a tenant, such as previous rental records, salary/income details, and employment history.

I acknowledge that I have been issued with, I have read and understood, and I have retained a copy of the Application Guidelines and Form 18a.

Applicant signature: .....

Date: .....



Harcourts Beyond  
 Shop 3/532 Kessels Road, Macgregor  
 QLD 4109  
 ABN: 49 736 889 288  
 P (07) 3421 7222 F (07) 3036 5765  
[beyond.rentals@harcourts.com.au](mailto:beyond.rentals@harcourts.com.au)