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APPLICATION FOR RESIDENTIAL TENANCY

FOR PROPERTY AT:

Please be advised that you must agree to the following information BEFORE lodging you application.

- The application form must be completed **IN FULL**, all pages **SIGNED** by **all applicants** and submitted with any supporting documentation ATTACHED.
- Prior to applying for rental property, the property must be inspected by **all** applicants.
- By submitting an application, you agree to accept the property **“as is”** and are satisfied with it’s condition.
- Every person wishing to reside on the premises must be named on the application form.
- You must view the Tenancy Agreement, any annexures, body corporate by-laws, etc. prior to application. Upon communication of acceptance by the landlord or agent this tenancy shall be binding. The Tenancy Agreement must be signed and all parties will be bound by the terms and conditons therein.
- All parties to the lease must sign the tenancy agreement.
- No money will be accepted to “hold” the property until the application has been processed.
- Once the lessor has accepted the application, the successful applicant must pay at least one week’s rent to secure the property. Until money has been receipted the property will remain available on the rent list.
- Bond (equivalent of 4 weeks rent) plus 2 weeks rental must be paid prior to commencement of tenancy.
- Only Money Orders, Bank Cheques (not personal cheques) or Internet transfers will be accepted.
- Bond transfers will NOT be accepted.
- Keys will be presented upon the commencement of tenancy provided all money has been paid and documentation signed.
- Future rent payments are to be paid fortnightly in advance. Payments can only be accepted from one bank account.
- The completion of this application is not an acceptance or approval to rent the property. Details on your tenancy application will be confirmed and verified before approval is granted.
- Should this application not be accepted, Red Spot Realty is **not** required or obliged under legislation to supply a reason as to why.
- The Agent accepts no liability for loss caused by delay in, or failure to connect/disconnect or provide utility services. All service providers are to be arranged by the tenant, and all service **fees/costs** incurred will be at the **tenant’s** expense.
- The Agent may refuse to accept/process any application and the applicants agree to abide by the policies of the office of this Agency.
- **I/We** the applicants/s declare that **I/we are not** bankrupt and that **I/we** have not entered into any scheme of arrangement of payment of monies to any creditors.

All Cheques or Money Orders to be made payable to:
“Red Spot Realty Pty. Ltd. Trust Account”
ANZ ACCOUNT– BSB: **014 313** – Account: **180 541 671**
NO CASH WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES

For more information contact the Property Manager, **KERRY HANRAHAN** Licence: 2504534

I/We have read and accept the above terms and conditions.

.....
(APPLICANT ONE SIGNATURE)

.....
(APPLICANT TWO SIGNATURE)

PRIVACY AMENDMENT (Private Sector) Act 2000

COLLECTION NOTICE

The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify the Applicant’s identity, and to process and evaluate the application. As part of the verification process the Agent, without limitation, may:

- Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property: and
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant for the purpose of searching those databases for details about the Applicant.

If the Applicant is successful, personal information collected about the Applicant in the tenancy application, the tenancy agreement, and during the course of the tenancy, any be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, trades people maintaining and repairing the tenanted property, government and statutory bodies, insurance companies and financial institutions) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under the Act, the Agent may disclose to the Landlord and/or other Agents or third party operators of the tenancy defaulting databases, relevant information collected about the defaulting Tenant.

If the Applicant would like to access any personal information, which the Agent holds, about the Applicant, it can do so by contacting the Agent specified on the front of the tenancy application. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Applicant a reasonable fee to provide the requested access.

I/We the said applicant/s declare that all the information contained in the application is true and correct and that the information is provided of my/our own free will. I/We further authorise the agent to contact any of the references supplied by me/us in this application for verification of the details provided.

Please provide details of your tenancy history:

Has any applicants tenancy ever been terminated by a Landlord or Agent? YES NO

If yes, give details:

Has any applicant ever been refused a property by any Landlord or Agent? YES NO

If yes, give details:

Is any applicant in debt to another Landlord or Agent? YES NO

If yes, give details:

Have any deductions ever been made from an applicant’s rental bond? YES NO

If yes, give details:

Is there any reason known to you that would affect your future rental payments? YES NO

If yes, give details:

CURRENT ADDRESS:

AGENT/LANDLORD:

Person to Contact:

Period of Occupancy: Reason for Leaving: Current Rent: \$.....

I/We do authorise the recipient of this notice to provide requested information to Red Spot Realty

.....
(APPLICANT ONE SIGNATURE)

.....
(APPLICANT TWO SIGNATURE)

.....
(APPLICANT ONE FULL NAME)

.....
(APPLICANT TWO FULL NAME)

APPLICANT ONE

Full Name: **Date of Birth:** / /

Home Ph: Wk Ph: Mob Ph:

Email:

Drivers License No: State: Passport No:

CURRENT ADDRESS: **Weekly Rent:** \$

Agent/Landlord: Phone:

Period of Occupancy: Reason for Leaving:

PREVIOUS ADDRESS: **Weekly Rent:** \$

Agent/Landlord: Phone:

Period of Occupancy: Reason for Leaving:

OCCUPATION: **Net Income p/w:** \$

Employer: Work Address:

Name & Phone Contact: Period of Employ:

IF SELF EMPLOYED evidence will be required such as Tax or Annual returns:

Company or Business Name: Date Formed: / /

STUDENT DETAILS: Campus Name: Student ID No:

ADDITIONAL INCOME: Amount: \$

PERSONAL REFERENCES:

Name: Relationship: Phone:

Name: Relationship: Phone:

EMERGENCY CONTACT:

Name: Relationship: Phone:

APPLICANT TWO

Full Name: **Date of Birth:** / /

Home Ph: Wk Ph: Mob Ph:

Email:

Drivers License No: State: Passport No:

CURRENT ADDRESS: **Weekly Rent:** \$

Agent/Landlord: Phone:

Period of Occupancy: Reason for Leaving:

PREVIOUS ADDRESS: **Weekly Rent:** \$

Agent/Landlord: Phone:

Period of Occupancy: Reason for Leaving:

OCCUPATION: **Net Income p/w:** \$

Employer: Work Address:

Name & Phone Contact: Period of Employ:

IF SELF EMPLOYED evidence will be required such as Tax or Annual returns:

Company or Business Name: Date Formed: / /

STUDENT DETAILS: Campus Name: Student ID No:

ADDITIONAL INCOME: Amount: \$

PERSONAL REFERENCES:

Name: Relationship: Phone:

Name: Relationship: Phone:

EMERGENCY CONTACT:

Name: Relationship: Phone:

OTHER OCCUPANTS DETAILS (e.g. children)

Please list details of occupants other than the applicants:

Name:	Name:	Name:
D.O.B:/...../.....	D.O.B:/...../.....	D.O.B:/...../.....
Name:	Name:	Name:
D.O.B:/...../.....	D.O.B:/...../.....	D.O.B:/...../.....

PETS

Do you own a pet/s? YES NO Breed:

Registered with Council? YES NO Registration #:..... Registration #:.....

Comments:

VEHICLES

Please list all vehicles to be held at the property.

Vehicle Type:	Vehicle Type:	Vehicle Type:
Registration #:.....	Registration #:.....	Registration #:.....

IDENTIFICATION

Each applicant must provide a minimum of 100 points of identification before their application will be processed.

- The 100 points MUST include at least 1 from of Photo ID.
- Please provide one document from each category, if possible.

Category 1 40 Points	Category 2 30 Points	Category 3 20 Points
<input type="checkbox"/> Current Drivers License	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Last 4 Wage Slips
<input type="checkbox"/> Current Passport	<input type="checkbox"/> Other Photo ID	<input type="checkbox"/> Proof of Other Income
<input type="checkbox"/> 18+ Card	<input type="checkbox"/> Other.....	<input type="checkbox"/> Centrelink Payment Advice

Category 4 20 Points	Category 5 10 Points	Category 6 10 Points
<input type="checkbox"/> Last 4 Rent Receipts	<input type="checkbox"/> Utility Account (e.g. Phone Bill)	<input type="checkbox"/> Vehicle Registration
<input type="checkbox"/> Agent/Landlord Reference	<input type="checkbox"/> Bank Card/ Credit Card	<input type="checkbox"/> Proof of Current Address
<input type="checkbox"/> Current Mortgage Statement	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Other.....
<input type="checkbox"/> Current Bank Statement	<input type="checkbox"/> Pension Healthcare Card	<input type="checkbox"/> Other.....
	<input type="checkbox"/> Rates Notice	<input type="checkbox"/> Other.....

PROPERTY APPLIED FOR:

1. I/We wish to apply to rent the property for a period of months, commencing/...../.....
2. I/We agree that the rent is \$..... per week and that the rental bond is \$.....
3. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.

..... (APPLICANT ONE SIGNATURE) (APPLICANT TWO SIGNATURE)
..... (APPLICANT ONE FULL NAME) (APPLICANT TWO FULL NAME)

FULL NAME) OFFICE USE ONLY	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED																		
<table border="0" style="width:100%"> <tr> <td style="width:30%">Done</td> <td style="width:20%">Date</td> <td style="width:50%">Results</td> </tr> <tr> <td><input type="checkbox"/> TICA Checked</td> <td>...../...../.....</td> <td>.....</td> </tr> <tr> <td><input type="checkbox"/> Other Database Checked</td> <td>...../...../.....</td> <td>.....</td> </tr> <tr> <td><input type="checkbox"/> Employment Checked</td> <td>...../...../.....</td> <td>.....</td> </tr> <tr> <td><input type="checkbox"/> Previous Landlord Checked</td> <td>...../...../.....</td> <td>.....</td> </tr> <tr> <td><input type="checkbox"/> Personal References Checked</td> <td>...../...../.....</td> <td>.....</td> </tr> </table>	Done	Date	Results	<input type="checkbox"/> TICA Checked/...../.....	<input type="checkbox"/> Other Database Checked/...../.....	<input type="checkbox"/> Employment Checked/...../.....	<input type="checkbox"/> Previous Landlord Checked/...../.....	<input type="checkbox"/> Personal References Checked/...../.....	Applicant Notified YES /NO Applicant Accepted YES/NO Completed By:
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CONFIDENTIAL