



Professionals

roni beresford real estate
cnr dawson pde and patricks rd
arana hills q 4054
p 3351 6611 f 3851 1224

TENANT APPLICATION INFORMATION

We accept     

Property _____ Rent \$ _____ Date _____

**PLEASE ACQUIRE A COPY OF FORM 18a FOR SPECIAL TERMS & CONDITIONS ON THIS
PROPERTY BEFORE FILLING OUT THIS APPLICATION**

To enable processing of this application, **each applicant must provide:**

- Photo Identification eg. Driver's Licence, Passport
- Proof of current Income eg. wage slips, bank statements, accountant's letter, Centrelink letter
- Proof of current address eg. Telstra or Electricity account, rates notice
- Two other forms of Identification eg. Medicare card, bank card, pensioner card

APPLICANT 1 DETAILS:

Name _____
 D.O.B _____
 D/L Number _____
 Car registration _____
 Make _____ Model _____
 p (HM) _____ p (WK) _____
 m _____
 e _____

Are you a smoker No Yes
 Pets No Yes
 Type _____ Breed _____

CURRENT HOME DETAILS

Address _____
 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Do you expect the Bond to be refunded in full?
 Yes No

PREVIOUS HOME DETAILS

Address _____
 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Was your bond refunded in full? Yes No
 If not, why? _____

APPLICANT 2 DETAILS:

Name _____
 D.O.B _____
 D/L Number _____
 Car registration _____
 Make _____ Model _____
 p (HM) _____ p (WK) _____
 m _____
 e _____

Are you a smoker No Yes
 Pets No Yes
 Type _____ Breed _____

CURRENT HOME DETAILS

Address _____
 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Do you expect the Bond to be refunded in full?
 Yes No

PREVIOUS HOME DETAILS

Address _____
 Suburb _____ State _____
 Renting or Own Current rent _____
 Name of R/E agent/landlord _____
 Phone number of agent/landlord _____
 Period of occupancy _____
 Reason for leaving _____
 Was your bond refunded in full? Yes No
 If not, why? _____

APPLICANT 1 cont.

\$ INCOME DETAILS – NETT AMOUNTS ONLY

Occupation

Full time Part time Casual (..... hours per week)

Period of employment _____

Weekly wage _____

Employer _____

Employer's contact details _____

If current employment is less than 6 mths:

Previous employer _____

Previous employers contact _____

If not employed:

Student Pensioner Unemployed Other Income

Details _____

Allowance/wages NETT \$ _____

Reference (other than relative or partner)

Next of kin _____

Ph _____

Relationship _____

APPLICANT 2 cont.

\$ INCOME DETAILS – NETT AMOUNTS ONLY

Occupation

Full time Part time Casual (..... hours per week)

Period of employment _____

Weekly wage _____

Employer _____

Employer's contact details _____

If current employment is less than 6 mths:

Previous employer _____

Previous employers contact _____

If not employed:

Student Pensioner Unemployed Other Income

Details _____

Allowance/wages NETT \$ _____

Reference (other than relative or partner)

Next of kin _____

Ph _____

Relationship _____

No. of Persons to Reside in Property _____ No. of Children _____ Children's Ages _____

Full name of all persons other than applicant/s wishing to occupy the premises:

▶▶ Have you ever been evicted or are you in debt to another Landlord or Agent Yes No

If yes, give details _____

▶▶ Do you accept the property in its present condition Yes No - (A detailed condition report will be completed prior to you taking possession) If no, give details _____

▶▶ I/We acknowledge receiving the **Form 18a with The Special Terms & Conditions** for the above mentioned property

Yes No Initial _____

I/We the applicant/s do solemnly and sincerely declare that the information provided is true and correct.

I/We have inspected the premises and wish to take a tenancy of such premises for a period of _____ months/years at a rental of \$ _____ per week commencing on _____

I/We acknowledge and accept that if this application is not successful, the Agent is not obliged to give reasons.

APPLICANT 1 - FULL NAME _____

SIGNATURE _____

DATE _____

APPLICANT 2 - FULL NAME _____

SIGNATURE _____

DATE _____

REQUEST FOR REFERENCE

DATE

TO PROPERTY MANAGER

AGENCY

FAX NO

TENANTS NAME

PROPERTY RENTED

IS THE ABOVE APPLICANT THE ACTUAL LESSEE AT THE PROVIDED ADDRESS?	Y	N
IS THE ABOVE APPLICANT ON A LEASE AT PRESENT?	Y	N
DID YOUR OFFICE TERMINATE THE TENANCY?	Y	N
DURING THE TENANCY WAS THE APPLICANT EVER IN ARREAR?	Y	N
DURING THE TENANCY DID THE APPLICANT RECEIVE ARREARS NOTICES?	Y	N
DURING THE TENANCY DID THE APPLICANT RECEIVE A NOTICE TO REMEDY?	Y	N
DURING THE TENANCY DID THE APPLICANT RECEIVE A TERMINATION NOTICE?	Y	N
WERE PERIODIC INSPECTIONS CARRIED OUT?	Y	N
WAS THERE CAUSE TO COMPLAIN OVER PERIODIC INSPECTIONS?	Y	N
WAS THERE CAUSE TO REPORT ANY DEFAULTS TO T.I.C.A.?	Y	N
WERE PETS KEPT ON THE PREMISES?	Y	N
WERE THERE ANY DEDUCTIONS FROM THE BOND?	Y	N
IF YES WHAT WERE THEY?		

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REFERENCE.....

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PERIOD OF TIME RENTED THROUGH YOUR AGENCY:

AMOUNT PAID PER WEEK: \$

WOULD YOU RENT TO THEM AGAIN?

PLEASE INCLUDE A COPY OF THE RENTAL LEDGER.

THANK YOU FOR YOUR ASSISTANCE

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PROPERTY MANAGEMENT

PROFESSIONALS – RONI BERESFORD REAL ESTATE

.....

TENANTS SIGNATURE FOR

AUTHORISATION

Please fax completed form to our office: (07) 3851 1224



Professionals

roni beresford real estate

INFORMATION FOR PROSPECTIVE TENANTS

PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION

PROCESSING TENANCY APPLICATIONS

We endeavour to process all tenancy applications within 48 hours. This time may be extended due to difficulties contacting referees, confirming previous rental/home details, or contacting the property owner.

We are unable to process applications that have not been completed in full and signed by all applicants.

We will contact you and inform you whether your application was successful or not. Please be aware that some properties attract more than one applicant, and that if you are unsuccessful it does not necessarily mean that you are unsuitable - so please apply for other properties.

HOLDING DEPOSIT

If your application is successful, to secure the property we will require you to pay a holding deposit (equal to two weeks rent). Please note that this must be paid in cleared funds i.e. credit card, cash or bank cheque. Only if you secure the property will we remove the property from our rental list and cease taking further applications.

After paying the holding deposit, you are required to notify our office within 48 hours should you opt **not** to take the tenancy. Failure to do so could result in forfeiture of the holding deposit.

INITIAL PAYMENT OF RENT AND BOND

Prior to taking possession of the property we require 4 weeks bond and 2 weeks rent (the holding deposit will become the first two weeks rent).

This office does not accept bond transfers.

All monies must be paid prior to collecting the keys at the start of your tenancy.

RENT PAYMENTS

It is our policy that all rental payments are to be made via **Internet Transfer / Deposit Book / Credit Card, Bank Account via Rental Rewards – see charge below**

Except for the initial payment of the holding deposit, bond and first rent, **WE DO NOT ACCEPT CASH** payments directly through our office.

We can offer personalised bank deposit books for you to deposit your rent directly at any NAB branch at no charge.

Check with your bank for costs involved when doing an internet transfer.

We also accept payment of bond & rent by credit card via Rental Rewards

We accept       with  **RentalRewards.com.au**
Powered by PropertyPay

With Rental Rewards you can choose Set & Forget or receive Rent Reminders via SMS or Email & pay via SMS, Email, Phone or Internet. To pay ongoing rent from your Bank Account or by Credit / Debit Card, simply complete the attached Rental Rewards Registration form and return to us or fax direct to 02 9352 3120. Register and pay rent using a Credit Card to receive FREE rent protection. Conditions apply, see the Rental Rewards brochure or visit www.rentalrewards.com.au for further information.

Credit Card Charge – 1.76% (incl. GST) per transaction
Bank Account Payment - \$1.50 (incl. GST) per transaction

Initial _____

The personal information the prospective lessee/tenant provides in the application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy.

Privacy Act 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 the 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 application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and to tradespeople maintaining or repairing the tenanted property) 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 agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the applicant would like access to the personal information the Agent holds, they can do so by contacting the Professionals – **Roni Beresford Real Estate, corner of Patricks Road and Dawson Parade, Arana Hills**. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I/we hereby authorise the Professionals – Roni Beresford Real Estate to use and disclose my/our personal information in accordance with the above Collection Notice.

APPLICANT 1 - FULL NAME _____

SIGNATURE _____

DATE _____

APPLICANT 2 - FULL NAME _____

SIGNATURE _____

DATE _____