

ANY QUESTIONS

Do Not Hesitate to Contact Us

Email: pmreception@gcfn.com.au

Phone: 07 5494 6444

Fax: 07 5494 6062



IMPORTANT:
Before You Continue...

In order for First National Beerwah to begin processing your
Tenancy Application
we refer to the below checklist



- Have you inspected the property?**
- Do you have the required 1 application per applicant?**
- Read the terms and conditions**

BEFORE SUBMITTING YOUR APPLICATION MAKE SURE YOU HAVE WITH YOU

- 100 Points of ID** (Refer to page 3 of 4 of the application)
- Proof of Income**

If Employed – Two most recent pay slips

Not Employed – Centerlink income tax statement

Self Employed – Bank Statements, group certificate, Tax Return or accountants letter.

- References**
 - Two Personal References** (Not relatives, another applicant, or partner)
 - Two Personal Representatives** (Emergency contacts can be relatives)

Please complete if you intend to have pet/s at the property

- Registration Number & Location of registration (if registered)
- Photo of pet
- Pet Referee (A person whom can verify the pets behavior)
- All Applicants have signed the “Pet Acknowledgement Section”

PLEASE NOTE:

In the case you do not complete each section of the application, forget to bring in the required documents, have not yet viewed the property, please understand we can not commence processing your application until all the requirements have been met.



**first
national**
REAL ESTATE

TENANCY APPLICATION

Beerwah

Applicant No:

68 Simpson Street Beerwah
PO Box 195, Beerwah Q 4519
Ph: 07 5494 6444 Fax: 07 5494 6062
pmreception@gcfn.com.au /
www.beerwahrealestate.com.au

WARNING

YOU MUST READ THIS INFORMATION PRIOR TO COMPLETING YOUR TENANCY APPLICATION FORM. IF YOUR FORM IS NOT FILLED IN CORRECTLY, IT WILL NOT BE PROCESSED AND YOU MAY MISS OUT ON THE PROPERTY.

1. One application must be completed and signed for each person wanting to reside in the property.
2. **Applications that are not correctly completed, will not be processed.**
3. Applicants must inspect the inside of the property prior to being approved.
4. If your application is approved and you are successful, you will be required to pay a bond equal to four weeks' rent together with the first two weeks' rent to secure the property. **A bank cheque/money made payable to First National Real Estate Beerwah presented to our office or internet transfer are the only approved payment methods accepted.**
5. All parties will be required to attend a sign-up appointment within 24 to 48 hours of acceptance.
6. Your application **MUST** contain copies of current proof of identification and current proof of income. Outlined below are examples of suitable proof. Suitable proof needs to be present for your application to be processed:

A. IDENTIFICATION

You, as the Applicant, are required to provide 100 points of identification as outlined in 100 Point Identification and Terms and Conditions' sections on page five of this seven page document.

B. PROOF OF INCOME

You, as the Applicant, are required to provide a current copy of any one of the following:

- ✓ Your last two payslips
- ✓ Employment Contract
- ✓ Letter of Parental Support (if insufficient independent income)
- ✓ Bank statements showing regular lump sum deposits from your employer

HOW LONG DOES IT TAKE TO PROCESS AN APPLICATION?

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours. Upon acceptance of your application you will be required to pay the bond equal to four weeks rent together with two weeks rent to secure the property.

YOUR DISCLOSURE REQUIRED BY THE ACT

I, the Applicant, declare that the information I have provided in this document is true and correct and that I have supplied it on my own free will. I authorise you, as the Letting Agent, to conduct any enquires and/or searches, including any tenancy information databases in order to verify the information I have provided in this document.

I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I, the Applicant, declare that I am not bankrupt and that the rental is within my means of income.

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

TERMS AND CONDITIONS

1. I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.
2. I understand that should my application be accepted, that the agency (on behalf of the lessor) will require a General Tenancy Agreement signed, monies - rent and bond paid within 24 – 48 hours of that acceptance.
3. I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date).
4. I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why.
5. I understand that if I have any questions about the tenancy or the application process, that the agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken).
6. I understand that I will be required to pay a full bond equal to four weeks' rent and two weeks rent in advance within 24 – 48 hours of acceptance. (Please ask the property manager if you are unsure of the total amount required to be paid if the application is accepted by the lessor).
7. I provide consent for the agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all *Federal Privacy Act* requirements will be adhered to by the Agency.
8. I consent to my information being passed on during the tenancy (should it commence) to other third parties such as the lessor, trades-people / contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the *Federal Privacy Act* and any other relevant information.
9. Under the *Federal Privacy Act*, we are obliged to inform you should your application not be successful, your tenancy application form will be shredded within four weeks of advice to you that your application was not successful. Alternatively, if you would prefer, you are welcome to pick up the Tenancy Application Form from our office within that four week period.

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

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Glasshouse Country First National Real Estate Pty Ltd T/as First National Real Estate Beerwah

ADDRESS: 68 Simpson Street

SUBURB: BEERWAH

STATE: QLD

POSTCODE: 4519

PHONE:

07 5494 6444

MOBILE:

FAX:

07 5494 6062

EMAIL:

pmreception@gcfn.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. Yes No
 - 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: _____



Pet Application Form

This form is to be completed where the lessor of the property has indicated that pets may be approved to reside at the Property. If more than one pet, a separate application form must be used.

Property Address

Type of Pet (Example, Dog, Cat, Bird)

Breed of Pet

Name of Pet

Age of Pet

Is the pet de sexed? Yes / No

Council registration number of Pet

Name of Council where registered

Description of Pet

Photo provide with application? Yes / No

Emergency Pet Carer (In case of emergency)

Name

Address

Phone number

Mobile Number

Pet Referee (Person who can provide a reference regarding the Pet)

Name

Phone Number

Mobile Number

Pet Acknowledgement

The pet/s if approved are to be outside at all times. The tenant/s shall be liable for any damage caused by the pet/s whilst residing in the property. If damage occurs during the tenancy, our agency is to be advised as per the terms of the tenancy agreement and the damage rectified within a reasonable time frame. The tenant/s understand and agree that full FLEA fumigation must take place at the end of tenancy (and during the tenancy if necessary); and upon vacation of the property a receipt must be provided from a reputable pest control company.

Tenant Name	Tenant Signature	Date
1		
2		
3		

Agency use – is a Photo of Pet attached?

Yes/No

Are all required areas completed by applicant and form signed?

Yes/No



MAKES MOVING EASY



68 Simpson Street BEERWAH QLD 4519 ☎ 07 5494 6444

Your FREE No Obligation Connection Service

Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

Please tick utilities as required

Electricity Gas Pay TV Insurance
 Internet Phone Removalist

Name of Applicant	
Address For Connection	
	Postcode

Contact Phone Number Date Of Birth
 CONNECTION DATE

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature: Date:

P: 1300 664 715 F: 1300 664 185 W: www.agents.directconnect.com.au
Level 9 Toowong Tower, 9 Sherwood Rd, Toowong QLD 4066