

## Application Form (Things you need to know)

### Before you submit your application

It is important that you understand the following: You are applying for the property as you saw it at the open for inspection in its current condition. Requests for changes structurally such as window mounted air conditioners or Foxtel installed must be requested in writing with your application form. Should you not make the request in writing prior to you submitting your application, general requests may not be accepted if you are the approved tenant. If the advertised property states **No Pets** then this is **not negotiable** under any circumstances. Any approved Dog/Cat or specialty pet is **OUTSIDE only** unless otherwise agreed by the owner. All premises are **Non-Smoking Indoors** as per landlord instructions.

### Rental payments

*For rent payments during the tenancy our office uses **DEFT**. DEFT allows you to make payments via BPAY or Credit Card. For payment via BPAY it is **FREE**. Credit card payments are accepted through this method however they do attract a 1.5% surcharge for VISA and MasterCard, 3.3% AMEX and 3.773% for Diners Card. If you have any questions about this method of payment please don't hesitate to ask for more information. Our office **does not** under any circumstance accept **cash, personal cheques or direct deposits into our trust account**. We are strictly a cash free office.*

### Submitting your application

Please pre-photocopy all identification for each applicant over the age of 18 and attach to the application upon handing it in. If copies are required to be made at the office, a cost of **\$2.00 per page** will be charged. Each person residing in the property over the age of 18 is required to complete an application form. Please ensure all applications for each applicant are submitted together otherwise it will delay the processing time.

Please read through the entire application first and fill out ALL areas and sign ALL sections as requested. Failure to do this will mean your application will not be processed. Please ensure you give all contact details including mobiles, home/work numbers, emails & fax numbers to increase our chances of contacting you and your personal/business references. We do accept applications prior to inspections so feel free to submit them early, however, you will not receive an answer until 1-3 business days after the first Open Home Inspection. Rental applications are not based on "first in best dressed" scenarios. We do not accept offers of more rent or money deposits to secure the property. The right application is approved based on your application, information provided and solely at the discretion of the landlord.

### Successful applicants

Please note that we do not accept bond transfers from other agents/landlords as a form of bond. An appointment time will be set up with your property manager to complete the sign up.

### We are strictly a cash free office.

Holding deposit, bond and rent payments must be paid using the DEFT reference number you will be supplied and via BPay, credit card or direct deposit. Under no circumstances will personal cheques be accepted as a form of payment.

Form of identification (at least one form of photo ID must be supplied)	Point Value (Each)	
Passport, Full birth certificate or Citizenship certificate	70	<input type="checkbox"/>
Australian drivers license, Student photo ID, Centrelink Card	40	<input type="checkbox"/>
Medicare Card, Council rates notice, Motor vehicle registration, utilities bill (gas, power, phone), tenant ledger, bank statement, credit card statement	25	<input type="checkbox"/>
<b>Proof of income</b>		
Employed – your two (2) most recent pay slips	Compulsory	<input type="checkbox"/>
Self employed – Bank statement, group certificate, tax return or accountant's letter	Compulsory	<input type="checkbox"/>
Not employed/Receive benefits – Centrelink Statement	Compulsory	<input type="checkbox"/>

# Tenancy Application Form (one per person over 18 years)

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number of Occupants:
Names of all other applicants for the property:	

## PERSONAL DETAILS

Given Name(s):		Surname:	
Have you been known by any other name(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what other names have you been known by?			
Current Address:			
Home Phone:		Work Phone:	Mobile:
Mobile:		Fax:	
Email:		Date of Birth:	
Drivers Licence No:	Drivers Licence State:	Passport No:	
Passport Country:	Number of Vehicles:	Registration Number(s):	

## DEPENDANTS:

Do you have any dependants?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dependant(s) full name:	Relationship to Applicant	Date of birth:	

## SMOKING:

Are you or any of the dependants living with you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## PETS:

Do you intent to keep pets at the property:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
No of Pets:	Type of Pets:		
Council Registration:			

## EMERGENCY CONTACT/PERSONAL REPRESENTATIVE (someone not living with you)

Given Name(s):		Surname:	
Relationship to Applicant:			
Address:			
Phone:	Mobile:	Email:	

## CURRENT TENANCY DETAILS (if less than 6 months both previous rental history 1 & 2 must be completed)

Length of time at current address:		Rent Paid:	
Reason for leaving:			
Name of Landlord / Agent:		Phone:	Fax:

## PREVIOUS RENTAL HISTORY 1

Previous Address:			
Length of time at above address: From		to	Rent Paid:
Name of Landlord / Agent:		Phone:	
Was Bond refunded in full?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If No, please specify reasons why:			

## PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:			
Length of time at above address: From		to	Rent Paid:
Name of Landlord / Agent:		Phone:	
Was Bond refunded in full?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If No, please specify reasons why:			

## CURRENT EMPLOYMENT DETAILS

Are you currently employed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Self Employed				
Occupation:	Length of Employment:		Net income (per week) \$	
Employer/Business Name:				
Employer's Address:			Phone Number:	
Contact Name (payroll / manager):			Payroll Fax Number:	
If self employed, Accounts Name:			Phone Number:	
ABN:			Fax Number:	

## CENTRELINK PAYMENTS (please include most recent statement)

Do you receive any Centrelink payments?

Yes  No

If yes, what type of payment:

Amount per week \$

Date payment commenced:

## ADDITIONAL INCOME

Net weekly income from other sources:

Source(s) of other income:

## PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:

Previous Employer:

Employer's Address:

Contact Name (payroll / manager):

Contact Number:

Length of Employment: From to

Net weekly income:

## STUDENT INFORMATION

Place of Study:

Course Name:

Course Length:

Enrolment / Student No:

## REFEREES (do not include other applicants, relatives or partner)

Referee 1 Full Name:

Relationship:

Phone:

Mobile:

Referee 2 Full Name:

Relationship:

Phone:

Mobile:

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the Australian Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Signed:

Date / /

## CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

## DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amount: \$                      rent per week

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property. I 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. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. I 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. I consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act2001 (Qld) and the Electronic Transactions Act 1999 (Cth);

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Applicant Name

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Signature

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Date

Hall & Co.

133B Victoria Street, Mackay  
tel 07 4963 0100 fax 07 4957 7733  
rentals@hallandcoproperty.com.au

## Rental Reference Request

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Attention: \_\_\_\_\_

Fax #: \_\_\_\_\_

From: \_\_\_\_\_

No of pages: \_\_\_\_\_

Dear Sir or Madam:

Our Agency has received an Application for Tenancy where the applicant has provided your details as the current or previous Lessor or Lessor/s Agent. Please find attached the applicants privacy consent authorising us to collect the following information. As time is of the essence we appreciate receiving the information below in a timely manner and thank you in advance for your time.

Tenant Name			
Property Rented			
<b>QUESTIONS</b>	<b>ANSWERS</b>		
Period of Time Rented Through Agent	From	To	
Rent Amount Paid Per Week	\$	per week/calendar month	
Was the Tenant listed as a lessee?	YES	NO	
Did you / your Agency terminate the tenancy?	YES	NO	
During the tenancy, was the Tenant ever in arrears?	YES	NO	
Did the Tenant receive any Notice to Remedy Breach?	YES	NO	
If Yes	Number of NTR's	Reason/s	
Were any disputes (RTA or QCAT) entered into throughout the tenancy?	YES	NO	
If Yes: What was the nature of the dispute?			
Were periodic inspections conducted during the tenancy?	YES	NO	
Was any damage noted during the inspections?	YES	NO	
Were pets kept on the premises without permission?	YES	NO	
What was the applicants approach/attitude to maintenance?	Reasonable	Unreasonable	
Did the tenant leave the property clean and tidy?	YES	NO	
Was the Bond refunded in full?	YES	NO	N/A
If No – Reason/s Bond was not refunded in full			
How would you rate the applicant?	Evicted / Below Average / Average / Above Average / Highly Recommended		
Would you/your Agency rent to this person again?	YES	NO	

Completed by: \_\_\_\_\_

Position: \_\_\_\_\_

Please return along with TENANT LEDGER ASAP to fax 07 4957 7733 or email  
[rentals@hallandcoproperty.com.au](mailto:rentals@hallandcoproperty.com.au) thank you.

Hall & Co.  
133B Victoria Street, Mackay  
tel 07 4963 0100 fax 07 4957 7733  
rentals@hallandcoproperty.com.au

## Employment Reference Request

Date: \_\_\_\_\_ Company: \_\_\_\_\_  
Attention: \_\_\_\_\_ Fax #: \_\_\_\_\_  
From: \_\_\_\_\_ No of pages: \_\_\_\_\_

Employee Name: \_\_\_\_\_

We write to advise the above employee has applied for a rental property with our agency. Please complete the following questionnaire to assist them in securing the property as soon as possible and return to us via the contact details below. For privacy reasons, their consent has been included providing you authorisation to complete the document.

Thank you in advance for your prompt assistance.

Question	Answer
Is the Employee employed as	Full Time / Part time / Casual / Contract
How long has the Employee been employed by your company?	
What is their Net Income per week/fortnight/month?	
Is their employment stable?	Yes / No

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_

Please fax back ASAP to 07 4957 7733 or email to rentals@hallandcoproperty.com.au