



Charters Towers
REAL ESTATE

Application for Residential Tenancy

Applicants Name _____

Property _____

Application for Residential Tenancy

(One application to be completed per person)



The Real Estate Institute of Queensland

Accredited Agency

Part 1 Rental Property Details

Item 1:

Agent Details

Agency name:

Charters Towers Real Estate

Address:

Shop 1/91 Gill Street

Charters Towers, QLD 4820

Phone:

07-4787 3252

Mobile:

Fax:

07-4787 3276

Email: admin@ctre.com.au

Item 2:

Property Details

Property address

Rent \$

a week

a fortnight

a month

Bond \$

Tenancy term

Insert "fixed term agreement" or "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:

Item 7:

Applicants Address History

Current residential address

Period of occupancy

Type of occupancy:

 Rent Owner Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

 \$
 a week a fortnight a month

Reason for leaving:

Previous residential address

Period of occupancy

Type of occupancy:

 Rent Owner Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

 \$
 a week a fortnight a month

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

Address

Phone

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:

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

Referee 2

Relationship

Address

Phone/Mobile

Item 12:

Personal Representative

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

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.

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 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 |
| 7. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the <i>Electronic Transactions (Queensland) Act 2001 (Qld)</i> and the <i>Electronic Transactions Act 1999 (Cth)</i> ; | Yes | No |
| 8. acknowledge that should this application be accepted, 2 weeks rent is to be paid on this day. Payment is to be made by CASH, ESTPOS or DIRECT DEBIT. <u>ONE WEEKS RENT PLUS GST WILL BE FORFEITED IF THE AGREEMENT IS WITHDRAWN.</u> The full bond is to be paid on or before the commencement of the lease. | Yes | No |
| 9. 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



Charters Towers REAL ESTATE

Application for Residential Tenancy
Charters Towers Real Estate
Shop 1/91 Gill Street, Charters Towers QLD 4820
P: 07 4787 3252

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principles of the Privacy Act we require all applicants for a rental property to read and sign this acknowledgement. In order to process a tenancy application, the applicants are required under the National Privacy Principles of the Privacy Act to be made aware of how their personal information will be handled by Charters Towers Real Estate.

This information is necessary for Charters Towers Real Estate to verify the applicant's identity and to process and evaluate the application. If the applicants wish to access the personal information Charters Towers Real Estate holds they may do so. The applicants can also correct this information if it is inaccurate, incomplete or out of date.

I the applicant declare that I give my permission to Charters Towers Real Estate to collect my information and pass such information onto tenancy databases for the assessment of my tenancy application. I further give consent to Charters Towers Real Estate to contact any of my referees, landlords, agents, employees, credit providers and other individuals/bodies/businesses provided by me in my tenancy application to process and evaluate the application. I the applicant am aware that during and after our tenancy Charters Towers Real Estate may need to disclose our personal information to:

- Trades people to contact the applicant for repairs and maintenance of the property.
- Valuers/Agents to contact the applicants for valuations of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to Tenancy Databases to record details of the applicants tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other agents / owners.

I the applicant agree that in the event of a default occurring under a tenancy agreement I give my permission to Charters Towers Real Estate to register my details and the details of the breach with any tenancy databases that the agent may use. In addition, this information may also be disclosed to the Landlord and/or other agents/owners.

I the applicant understand that tenancy databases allow their members access to the information accumulated from members about tenants who have breached their tenancy agreements. I agree and understand that a listing with a tenancy database could have an adverse effect on my ability to obtain future rental accommodation.

I the applicant agree that should I fail to provide Charters Towers Real Estate with a completed application and the information and acknowledgements required, Charters Towers Real Estate may elect not to proceed with my tenancy application.

I the applicant have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.

Applicant Name _____

Applicant Signature _____



Charters Towers REAL ESTATE

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