



# Application for Residential Tenancy

Ph: 3876 3744 Fax: 3876 3244  
Shop 2, 191A Given Terrace Paddington QLD 4064  
www.thatsproperty.com.au

Property Address: \_\_\_\_\_

Name: \* \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers licence #: \* \_\_\_\_\_ Car Rego: \* \_\_\_\_\_ Passport Number: \_\_\_\_\_

Ph: (W)\* \_\_\_\_\_ (H) \* \_\_\_\_\_ (Mob)\* \_\_\_\_\_ Email: \_\_\_\_\_

Present Address: \* \_\_\_\_\_

Period of occupancy: \* \_\_\_\_\_ Reason for Leaving: \* \_\_\_\_\_ Rent paid \$ \* \_\_\_\_\_

Name of Agent/ Owner: \* \_\_\_\_\_ Phone Agent/Owner\*: \_\_\_\_\_

Previous Address: \* \_\_\_\_\_

Period of occupancy: \* \_\_\_\_\_ Reason for Leaving: \* \_\_\_\_\_ Rent paid \$ \* \_\_\_\_\_

Name of Agent/ Owner: \* \_\_\_\_\_ Phone Agent/Owner\*: \_\_\_\_\_

Occupation: \* \_\_\_\_\_ Employers Phone: \* \_\_\_\_\_

Employer: \* \_\_\_\_\_ Period with current employer: \* \_\_\_\_\_ Net weekly income \$ \* \_\_\_\_\_

Personal referee (do not include relatives) Name: \* \_\_\_\_\_ Ph: \* \_\_\_\_\_

Name of relative in case of emergency: \* \_\_\_\_\_ Address: \* \_\_\_\_\_

Relationship to Applicant: \* \_\_\_\_\_ Ph: \* \_\_\_\_\_

Full Names of all Children: \* \_\_\_\_\_

List any pets: \* \_\_\_\_\_

- Have you ever been evicted by any lessor or agent? Yes/No
- Have you ever been refused another property by any lessor or agent? Yes/No
- Are you in debt to another lessor or agent? Yes/No
- Is there any reason known to you that would affect your rent payment? Yes/No
- Was your rental bond at your last address refunded in full? Yes/No

I declare that the above information is true and correct and that I have supplied it of my own free will. I understand that the information has been collected by you as the letting agent, for the purpose of determining whether I am a appropriate tenant for the property. I authorise you to verify the above information by contacting and checking the accuracy of the information with those persons named in this application, and by undertaking such enquiries and searches (including tenancy database searches) as you consider reasonably necessary.

I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.

I acknowledge and accept that if this application is rejected, the agent is not legally obligated to give reasons for the rejection.

The Applicant declare that I am not bankrupt and that the rental is within my means.

**Applicant/s Signature** \_\_\_\_\_

\*indicates must be completed by applicant

I have inspected the premises and wish to take a tenancy for a period of \_\_\_\_\_ from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at a rental of \$ \_\_\_\_\_ per week. I/We also undertake to pay a Rental Bond of \$ \_\_\_\_\_ when I/we sign the Tenancy Agreement.

**Applicant/s Signatures:** \_\_\_\_\_

In the presence of (Witness) \_\_\_\_\_ Date: \* \_\_\_\_\_

Upon acceptance of this application the agent will provide a copy of Forms 17a & 18a. I/We acknowledge that both the lessor and I/We as tenant/s are bound by this application immediately on communication of the lessor's or his agent's acceptance of application

Name: \* \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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Ph: (W)\* \_\_\_\_\_ (H) \* \_\_\_\_\_ (Mob)\* \_\_\_\_\_ Email: \_\_\_\_\_

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Period of occupancy: \* \_\_\_\_\_ Reason for Leaving: \* \_\_\_\_\_ Rent paid \$ \* \_\_\_\_\_

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Full Names of all Children: \* \_\_\_\_\_

List any pets: \* \_\_\_\_\_

**Have you ever been evicted by any lessor or agent?** **Yes/No**

**Have you ever been refused another property by any lessor or agent?** **Yes/No**

**Are you in debt to another lessor or agent?** **Yes/No**

**Is there any reason known to you that would affect your rent payment?** **Yes/No**

**Was your rental bond at your last address refunded in full?** **Yes/No**

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**PLEASE PRESENT THIS FORM FOR SIGNATURE WHEN SIGNING DOCUMENTS  
GENERAL INFORMATION PRIOR TO TAKING UP TENANCY & REQUIREMENTS WHEN  
APPLICATION IS ACCEPTED**

**SIGN UP TIMES FOR TENANTS MOVING INTO NEW PROPERTIES**

Our office is open Monday to Friday 8.30am – 5.00pm. You will need to collect the keys, finalise payment of monies and sign all documents in these hours, however after hours appointments may be negotiated pending on availability.

**PAYMENT OF RENT & BOND**

Prior to taking possession of the property we require 2 weeks rent which is payable within 24 hours of your application being accepted and 4 weeks bond which is payable at the time of signing your documents and collecting keys. If your weekly rent is more than \$300 per week the bond requirement may vary. This office does not except bond transfers and does not transfer Department of Housing Bonds. If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

**BOND LODGEMENT**

It is important to know, that all parties signing the bond lodgement form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

**PAYING RENT**

Made easy with B-pay system. Other options available are Eftpos in our office, Credit card over the phone, Cheque/Money Order.

**SIGNING OF THE TENANCY AGREEMENT**

All occupants must be present to sign the lease prior to collecting the keys. The keys will not be released unless all occupants have signed the lease, provided photo identification plus 100 point checklist and paid all monies in cleared funds in full. Please phone our office with suitable time and day for all tenants to sign documents:

Please note this can be in the morning of the date you are moving in or the afternoon before.

**ELECTRICITY CONNECTION/TELEPHONE CONNECTION**

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ENERGEX (Electricity) 13 13 77    ORIGIN ENERGY (Gas) 13 24 61    TELSTRA (Telephone) 13 22 00

**CONDITIONS REPORTS**

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate. You must return the condition report to our office within three (3) days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property. (There is a maximum penalty of \$1500 under the Residential Tenancies Act for not returning a condition report).

**CONTACT PHONE NUMBERS**

It is the tenants' responsibility to notify our office of their new home phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should you work telephone number change we must also be notified.

**TENANT DEFAULT AGENCY (TICA) AND NATIONAL TENANCY DATABASE (NTD)**

Our office is a member of TICA and NTD, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with TICA and NTD. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

**PHOTO IDENTIFICATION**

When returning your application, you **must** submit a form of photo identification

**REQUIRED SUPPORTING DOCUMENTS**

You will be required to submit supporting documents with your application. Your tenancy will not proceed if all documents are not given. Our office will require you to submit a minimum of 100 points for each person moving into the property.

**100 POINT CHECK**

**(Should you be unable to meet the 100 point check criteria, please speak with the Property Manager)**

50 points	Last 4 rent receipts	10 points	Current Motor Vehicle Rego Papers
40 points	Drivers License	20 points	Min. 2 references from previous Agents
30 points	Photo Identification	30 points	Passport
10 points	Birth Certificate	10 points	Copy of Telstra/Energex/Gas Account
10 points	Other Identification		

- Photo Identification (18+card, drivers' license, university or tafe, passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (phone account, electricity account, lease agreement, (from previous property) council rate notice)
- Proof of regular housing payments (rent receipts, tenant ledger, (from previous agent) proof of mortgage payments)
- Proof of income (wage slips, bank statements, employee letter, Centre link letter)
- Written Reference (personal, rental references, payment)

**PROCESSING AN APPLICATION**

In most instances we are able to process your application on the same day and advise you by telephone. If we are unable to contact all of your referees this process may take longer.

**PAYMENT OF 2 WEEKS RENT**

To secure the property we will require you to pay two weeks rent, within 24 hours of acceptance of application, Please note that this must be paid in cleared funds (cash/bank cheque/Eftpos/Credit Card). At this time you will be required to present your photocopies of above 100 point check list. In the instance, you are signing up at the property and pay your deposit of two weeks rent over the phone by credit card payment please bring photocopies of the above 100 point check list with you or we will not be able to sign you up.

**WE ARE ALWAYS HERE TO HELP**

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

**WHERE DID YOU HEAR ABOUT OUR COMPANY?**

- Sign @ Property
- realestate.com.au
- www.thatsproperty.com.au
- Local Paper
- Courier Mail
- Yellow Pages
- Brisbane News
- That's Property Company Car
- Referral.....
- Other (please specify).....

Tenant (s):..... Agent:.....

**That's Property Pty Ltd  
Shop 2, 191a Given Terrace  
Paddington Qld 4064  
Phone 07 3876 3744  
Fax 07 3876 3244**



**Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants**

**This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to (TICA) default Tenancy Control Pty Ltd and (NTD) National Tenancy Database in specified circumstances. If you do not consent to the disclosure of your personal information to TICA and NTD we cannot process your application.**

**That's Property Pty Ltd  
191 Given Terrace, Paddington Qld 4064  
Phone: 3876 3744 Fax: 3876 3244  
Email: [info@thatsproperty.com.au](mailto:info@thatsproperty.com.au)**

**As a property manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above details.**

**Primary Purpose**

**Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.**

**In order to assess you application we disclose your personal information to**

- 1. The Lessor/ Owners for approval or rejection of your application**
- 2. TICA and NTD**
- 3. References to validate information supplied in your application**
- 4. Other Real Estate Agents**
- 5. Your employer**

**Secondary Purpose**

**During and after the tenancy we may need to disclose you personal information to**

- 1. Tradespeople to contact you for repairs and maintenance of the property.**
- 2. Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.**
- 3. Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded.**
- 4. Refer to TICA or NTD to record details of your tenancy history.**
- 5. Refer to the Lessor/ Owners insurer in the event of an insurance claim.**
- 6. To provide future rental references to other property managers/owners**

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as a property manager. Consequently we cannot provide you with the property you requested to rent.

**TICA & NTD Statement**

As TICA & NTD may collect personal information about you, the following information about TICA and NTD is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA & NTD Tenancy Default Databases holds records of tenant’s personal information from its members including tenancy application enquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA or NTD proof of identity will be required and can be made by any of the following way.

Phone TICA on 02 9743 1800

Phone NTD on 1800 810 833 or 03 9610 4996

**Primary Purpose**

TICA and NTD collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application TICA & NTD does not provide any information that it collects to any other individual or organization for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA & NTD.

The personal information that TICA & NTD hold is as follows

Name, Date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA & NTD members in relation to your tenancy, which members you rented through and which members you applied to.

**Further information About TICA & NTD**

Full details about TICA & NTD can be found on their websites at [www.tica.com.au](http://www.tica.com.au) or [www.ntd.com.au](http://www.ntd.com.au) under tenant information and Privacy Policies or by contacting direct on above phone numbers.

If your personal information is not provided to TICA & NTD the member may not proceed with assessing your application and you may not be provided with the rental property.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Witness Name and Signature: \_\_\_\_\_