

## APPLICATION FOR RESIDENTIAL TENANCY

\*One application to be completed per tenant

### PROPERTY ADDRESS:

Address \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

### APPLICATION DETAILS:

LENGTH OF TENANCY APPLIED FOR:

SIX (6) MONTHS

TWELVE (12) MONTHS

FROM (DATE): \_\_\_\_\_

RENT (\$): \_\_\_\_\_

BOND (\$): \_\_\_\_\_ (once tenancy agreement signed)

WILL YOU BE REQUIRING A BOND LOAN?

YES

NO

### APPLICANT DETAILS:

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Contact No. \_\_\_\_\_

Drivers License No. \_\_\_\_\_

Email \_\_\_\_\_

### OTHER OCCUPANTS:

Occupants Name	D.O.B	Relationship to Applicant	Is this occupant a dependant?

## SMOKING:

Are you or any of the other occupants/dependants living with you a smoker?

\*Please select one

YES  NO

## PETS:

Do you intend to keep pets at the property?

\*Please select one (if yes, please refer to the Request Approval to Keep a Pet form)

YES  NO

## CURRENT RESIDENTIAL ADDRESS:

Address

Suburb

State

Postcode

Rental amount paid

Lease period (Years/Months)

Agent/Owner Name

Agent contact number

Agent email address

Reason for leaving

## PREVIOUS RESIDENTIAL ADDRESS:

Address

Suburb

State

Postcode

Rental amount paid

Lease period (Years/Months)

Agent/Owner Name

Agent contact number

Agent email address

Reason for leaving

## EMPLOYMENT STATUS:

\*Please select from below

FULL TIME

PART TIME

CASUAL

CONTRACT

SELF EMPLOYED

UNEMPLOYED

\*DOCUMENTS: Employment status supporting documents MUST be provided with this application.

EMPLOYED : Last two (2) payslips

SELF EMPLOYED: Bank statements, group certificates, tax return or accountants letter

UNEMPLOYED: Centrelink Statement

## CURRENT EMPLOYMENT:

EMPLOYER BUSINESS NAME

BUSINESS TYPE

Address

Suburb

State

Postcode

Employers Phone

Employers email

Occupation

Length of Employment

Weekly Net Income (amount after tax)

SELF-EMPLOYED ACCOUNTANTS NAME

ACCOUNTANTS PHONE

## PREVIOUS EMPLOYMENT:

EMPLOYER BUSINESS NAME

BUSINESS TYPE

Address

Suburb

State

Postcode

Employers Phone

Employers email

Occupation

Length of Employment

Weekly Net Income (amount after tax)

SELF-EMPLOYED ACCOUNTANTS NAME

ACCOUNTANTS PHONE

## CENTRELINK PAYMENTS:

Are you receiving any regular Centrelink Payments?

\*Please select one

YES  NO

Description of payments (type of payments)

Total of payments (Per Week)

Date payments commenced

## REFERENCES:

Must be different to your partner.

\*Please advise your referees that we will be calling them.

	REFERENCE 1	REFERENCE 2
NAME		
Address		
Contact No.		
Email		

## EMERGENCY CONTACT DETAILS:

_____	_____
FULL NAME	CONTACT PH
_____	
ADDRESS	
_____	_____
EMAIL ADDRESS	RELATIONSHIP TO YOU

## VEHICLES:

VEHICLE	MAKE	MODEL	YEAR	REGO
1				
2				
3				

## IDENTIFICATION CHECKLIST:

You are required to meet a 100 points of identification criterion upon submission of your application. At least one form of photo ID MUST be provided. We only accept copies of your identification. WE WILL NOT COPY ORIGINALS FOR YOU.

PASSPORT	70 POINTS	BANK STATEMENT	25 POINTS
FULL BIRTH CERTIFICATE	70 POINTS	MEDICARE CARD	25 POINTS
CITIZENSHIP CETIFICATE	70 POINTS	COUNCIL RATES NOTICE	25 POINTS
AUSTRALIAN DRIVERS LICENSE	40 POINTS	MOTOR VEHICLE REGISTRATION	25 POINTS
STATE GOVERNMENT/PHOTO ID	40 POINTS	PHONE/GAS/ELECTRICITY BILL	25 POINTS
PROOF OF AGE CARD	40 POINTS	TENANCY HISTORY LEDGER	25 POINTS
DEPT. VETERANS AFFAIRS CARD	40 POINTS	LAST FOUR RENT RECEIPTS	25 POINTS
CENTRELINK CARD	40 POINTS	RENT BOND RECEIPT	25 POINTS
STUDENT PHOTO ID	40 POINTS	PREVIOUS TENANCY AGREEMENT	25 POINTS
CREDIT CARD STATEMENT	25 POINTS		

**TOTAL** \_\_\_\_\_

## DECLARATION:

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE OR FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor
2. Have no known reasons that would affect my ability to pay rent
3. Was refunded the rental bond for my last address in full (if applicable)  
If false, please advise what deductions were made from your bond:

5. Have no outstanding debt to another Agent/Lessor?  
If false, please advise details below:

## AGREEMENT & AUTHORISATION:

**We hereby authorise you as the letting agent, to conduct any enquiries and searches including any tenancy information databases in order to verify the above information.**

1. We acknowledge that any false information we provide in this application could jeopardise this application and any subsequent tenancy agreement we enter into on approval by the lessor or agent.
2. We acknowledge and accept that if this application is rejected the agent is not legally obliged to give reasons for the rejection.
3. We, the applicants, declare that we are not bankrupt and that the rent is within our means.
4. We have inspected the premises and wish to take a tenancy for a period of:

**If your application is successful, bond & two weeks rent MUST be paid within 24 HOURS to secure the property.**

**DEVCON PROPERTY MANAGEMENT ensures that you fully understand the National Privacy Principles and the way your private information may be used to fulfil our roles as professional property managers. Please take the time to read this Privacy Notice and Consent Form carefully and once completed, return it to the office.**

**As professional property managers, we at DEVCON PROPERTY SERVICES PTY LTD T/A DEVCON PROPERTY MANAGEMENT collect personal information about you. You can request access to the information we hold about you (fees and charges may apply), by contacting our office.**

**PH: (07) 5353 5282**

**EMAIL: [admin@devconpm.com.au](mailto:admin@devconpm.com.au)**

**VISIT: 53 Brisbane Road, Mooloolaba, QLD 4557**

**POST: PO Box 219, Mooloolaba, QLD 4557**

**WEB: [www.builtbetter.com.au](http://www.builtbetter.com.au)**

## COLLECTION OF PERSONAL INFORMATION:

We at **DEVCON PROPERTY SERVICES PTY LTD** collect your personal information to assess the potential risks of providing you with the lease or tenancy of the premises you have requested and for the ongoing management of your tenancy agreement.

When processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- The landlord
- The landlords lawyers, mortgagee or insurer
- Referees you have nominated
- Organisations or trades people required to carry out maintenance on the premises
- Rental bond authorities or rent bond insurance providers
- Residential Tenancy Tribunals and Courts
- Mercantile Agents
- Tenancy Information Centre Australia (TICA) - Australia's largest and most effective tenancy database
- Other real estate agents and landlords.

If your personal information is not provided to us and you do not consent to the use of your personal information, we cannot properly assess the risks to our clients, or carry out the duties as professional property managers. Consequently, we then cannot provide you with the lease or tenancy of the premises you have requested.

We request that you please sign the below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

## ACKNOWLEDGEMENT:

Please acknowledge the following by selecting either YES or NO:

I, the Applicant

- Acknowledge that my personal contents insurance is not covered under and Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Y  N
- 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, and my ability to care for the property, my character and my creditworthiness. Y  N 
  - For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches as you consider reasonably necessary.
  - 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.
- Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide a reason why. Y  N
- 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 on to others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Y  N
- Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Y  N
- Acknowledge that I have received or have available the Information Statement (Form 17a), Body Corporate By-Laws (if applicable) before completing this application. Y  N
- Acknowledge that I have signed the agency's Privacy Notice and Consent. Y  N
- 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. Y  N
- 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*. Y  N
- I declare that the above information is true and correct and that I have supplied it of my own free will. Y  N

\_\_\_\_\_  
Applicants Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# REQUEST APPROVAL TO KEEP A PET

## THIS FORM MUST BE COMPLETED BY THE TENANT TO THE PROPERTY

Please complete this form and return to your Property Manager. Your request will be forwarded to the Owner for their consideration and approval and you will be notified in due course. The following information is required to assist the owner/s to make their decision.

## REQUEST DETAILS

I hereby request approval to keep a pet upon the below specified property address. I supply the following details to support my request. I also attach any documents, photos etc. that may assist with my application.

\*PLEASE ATTACH PHOTO'S AND DOCUMENTS TO THIS APPLICATION.

\_\_\_\_\_  
Full Name

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

	PET 1	PET 2
TYPE OF PET (dog, cat, bird etc.)		
BREED OF PET		
APPROX. SIZE & WEIGHT OF PET		
SEX OF PET		
DE-SEXED		
AGE OF PET		
INDOOR OR OUTDOOR		
REGISTRATION DETAILS		

\*PLEASE COMPLETE ALL FIELDS.

I declare that the information provided is true and correct.

I have reviewed the Pet Clauses and will abide by the conditions imposed by the clauses.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

## Free utility connection service



- ✓ **On The Move** is FREE – Save Time & Energy
- ✓ We're CONVENIENT. Why spend hours on the phone waiting in endless call queues?
- ✓ We make it EASY. In a single 10 minute call you get electricity, gas, phone and more.
- ✓ We get you CONNECTED. We make sure you are connected on time and as planned.
- ✓ Focus on moving into your new home. Don't move in the dark!

- Free Service
- One Stop Shop
- Quality Suppliers
- No obligation

Let **On The Move** reduce your stress and save you time by arranging to connect all your services on your moving day.



YES, please call me to arrange the following services **free of charge!**

ELECTRICITY

GAS

PHONE

INTERNET

PAY TV

TENANT'S INSURANCE

Name

Date of birth

Contact number

Driver's Licence or Passport Number

Expiry date

Property address to connect

Suburb

Postcode

Connection date

Applicant's Signature

Date

Real Estate Agent's Name

Contact number

**Please complete this form and return to your Property Manager.**



Once completed, please email to [sales@onthemove.com.au](mailto:sales@onthemove.com.au)

**Terms & Conditions** - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.