



Shop 38 Homeworld
C/r Siganto Drive/Hope Island Road
Helensvale, Qld. 4212
Tel: 07-5500 0188
Fax: 07- 5580 3484
dorothy@dot1realty.com.au
www.dot1realty.com.au

APPLICATION FOR RESIDENTIAL TENANCY

(One application to be completed per person)

Agent for Lessor Property Address Rental Amount Application Details

Full Name _____

Phone (H) _____ (W) _____ (M) _____

\$ _____ p/w Lease Term _____

Months Starting _____

Have you any dependents? Yes/No

Age/s of dependents _____

Dependents Name/s _____

Total number of applicants applying for property _____

Driver's License Number or Passport Number _____ State _____

Date of Birth _____ Registration Number of Vehicle/s _____

Number of Cars _____ Are you a smoker? Yes/No

Are you or have you ever been bankrupt? Yes/No

If yes when _____

Do you intend to apply for a Bond Loan if approved for this property? YES/NO

Do you need to give your current lessor 2 weeks written notice? YES/NO

Contact Details

Current Address

Phones: Work _____ Home _____

Mobile _____ Email _____

Current Agent/Lessor _____

Address _____

Phone _____ Fax _____

Email _____

Time period at premises: _____ Years _____ month's

Rent per week \$ _____

Previous Address _____

Previous Agent _____

Previous Agent Address

Phone _____ Fax _____

How long were you at the property? _____ Years _____ months

Rent paid per week \$ _____

Reason for leaving?

Was the Bond refunded in Full? Yes/No

If no why not

Pets

List any pets owned – Dog/s _____ Cat/s _____ Bird/s _____ Fish _____

Any other Types of pets _____

Are your pets registered with the Council? Yes/No Please state which Council _____

Please advise the following by selecting either Yes or No

Have you ever been evicted by an agent/lessor? Yes/No

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

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

If No, Please advise what deductions were made from your bond?

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

If Yes, why are you in debt to your past agent/lessor?

If you are a Student, what University, TAFE or School do you attend?

Course? _____ Student Identification
Number _____ Overseas Student Yes/No Visa Expiry Date ___/___/___

Are you Currently Employed? Yes/No Full Time/Part Time/Casual/Other Occupation

Current employer's name _____

Address

Phone _____ Fax _____

Email _____

Net Weekly Income \$ _____ Length Of Employment _____

If you are Currently Unemployed

What is your current Centrelink Payment (Net weekly approx) \$ _____

A Centrelink Statement of Income will need to be provided to our office before you application can be processed.

If you are Currently Self Employed

What is you occupation

Name of Business

Address

ABN _____ Phone _____

Fax _____ Email _____

How long have you operated this business for _____ Years _____ months

Gross Weekly (earnings approx.) \$ _____

Please have your Accountant complete the "Self Employment Confirmation Form" and return it to our office via post or fax as soon as possible, as we cannot process your application until we receive this back.

Personal References (Please do not list relatives or partners and provide business hours contact numbers)

1. Name _____ Relationship _____

Address _____

Phone (H) _____ (W) _____ (M) _____

2. Name _____ Relationship _____

Address _____

Phone (H) _____ (W) _____ (M) _____

Other Relative not living with you (This person must be a different contact to your Emergency Contact)

3. Name _____ Relationship _____

Address _____

Phone (H) _____ (W) _____ (M) _____

Emergency Contact/Parents or Guardians (Must be different to Other Relative)

4. Name _____ Relationship _____

Address _____

Phone (H) _____ (W) _____ (M) _____

Next of Kin (Preferred person to be contacted as your Emergency Contact, must be different to Other Relative)

5. Name _____ Relationship _____

Address _____

Phone (H) _____ (W) _____ (M) _____

Identification Points Requirement

You are required to meet a 100 point identification criteria upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.

10 points: Medicare Card, Birth Certificate, Motor vehicle registration papers. **30 points:** Bank Statements, recent utility accounts e.g.: phone, electricity or gas. **40 Points:** Drivers License, Passport, 18+ Card, Photo ID, last FOUR rent receipts, tenant ledger.

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Self Employed: Not Employed:

Last **TWO** pay slips, Bank Statements, Group Certificate, or Accountant's letter.

Centrelink Statement

OFFICE USE ONLY Name of Employee taking application:

Application Form Signed by applicant

Proof of Income Supplied

Form Fully Completed

Identification Supplied

Property Address:

Acknowledgement

The tenant/s agree to the following conditions:

- Rent must be kept 2 weeks in advance at all times.
- Fourteen (14) days written notice on the RTA Form 13 must be given prior to vacating the premises. Please refer to the information statement for notice requirements. In the event the tenant/s wish to break their fixed term tenancy agreement the tenant/s agree to continue paying rent until new tenant/s are found or lease expires and to appoint Dot1realty as their agent. The tenant/s agree to be responsible to pay all reasonable costs to re-let the property which will include advertising, let fee equal to one week rent plus GST and any up keep expenses until new tenant/s move into the property. All tenant/s will be required to sign Break of Lease Documents.
- The tenant/s understand and agree not to add any fixtures to the property without consent of the lessor/agent – Dot1realty. This includes any stick on hooks, blue/yellow tack, sticky tape, nails, screw in hooks, screws, tacks etc. on any walls and/or doors, pay or TV aerials and notice boards.
- The tenant/s understand and agree that felt pads are to be placed under **ALL** furniture feet/bases to protect any vinyl, tiled or polished floors. If the flooring is damaged the tenant/s agree to have the damage repaired or replaced (whichever is necessary to restore the property to its original condition) at their own expense.
- The tenant/s agree to regularly mow & trim lawns, weed gardens and trim trees/hedges/shrubs, water lawns & gardens (subject to council water restrictions).
- The tenant/s understand and agree that is to be **no smoking** inside the premises at any time.
- The tenant/s understand and agree to ensure **ALL** approved pets remain strictly

OUTSIDE ONLY unless agreed in writing by the lessor/agent.

☐ If the tenant/s are not available to attend the Routine Inspections and should we not be notified in writing, KEYS WILL BE USED TO GAIN ACCESS.

☐ At the termination of the tenancy agreement the tenant/s agree to supply to Dot1realty the following:

o All keys to the property – including any cut during the tenancy. o A receipt from a reputable pest control company for both internal & external flea control of the property (only applies to properties with pets).

o A receipt from a reputable carpet cleaning company for all carpets and any fabric covered furniture also e.g.: lounge chairs, cushions, mattresses, etc. **to be steamed cleaned.**

☐ The tenant/s understand and accepts full responsibility for any animal that the tenant/s brings or allows upon the rented premises with or without the consent of the Lessor/Agent. The tenant/s will be solely liable for any loss, damage or injury suffered by any person who is attacked by the animal. If action is brought against the Lessor/Agent by any person despite the tenant being responsible as foresaid, the tenant will indemnify and hold harmless the Lessor/Agent from any claim, action, suit or demand brought against them by any person injured by the animal. The tenant/s understand and agree that any damages caused to the grounds or the tenant at their expense shall rectify property that is directly related to the keeping of such pets on the premises.

☐ The tenant/s understand and agree that if they are paying rent via Direct Deposit that it is their responsibility to cancel this at their Financial Institution prior to vacating. Failure to complete may result in overpayment of rent & a delay in refunding these funds to you.

☐ The tenant/s understand and agree that if the above items have not been attended to prior to the Final Inspection that professional contractors will be engaged & costs deducted from the bond as well as any rent owing, damages or cleaning not rectified within reasonable time.

☐ The tenant/s understand that under no circumstances will spare keys be made available outside of office hours. In the event that tenant/s loose or misplace keys, they are then responsible to replace all locks at their own expense and provide the agent/lessor with a full set.

☐ The tenant/s acknowledge that tenancy information & their contact details will be made available to the following people when needed: Dot1realty Staff; Pest/Building Inspections; Tradespeople; Police/Ambulance/Fire Department/Government Officials.

If further persons request your details, due to the Privacy Laws we will receive your instructions before providing the information.

Signed _____ Tenant _____

Dated ___/___/___

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. 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 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. For such purposes, I authorize 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. 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. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also 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 corporate, contractors, other real estate agents, sales people and tenancy default databases.

I have inspected the property located at: _____.

I wish to undertake a tenancy for a period of _____ to commence on the _____ at a rental price of \$_____. I understand that I am to pay a rental bond of \$_____ on or before I take possession of the premises and sign a tenancy agreement.

(Please select Yes or No)

The applicant acknowledges that they have received or have available to them from the agent/lessor the Form 17a, 18a, body corporate by-laws (if applicable) and the Acknowledgement – ‘Special Terms’ before signing this application. Yes/No

The applicant acknowledges that they have been made aware of the agency’s Privacy Policy. Yes/No

The applicant acknowledges 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

Name of Applicant _____ Signature _____

Date ___/___/___

Tenancy Information Centre of Australia WHAT IS A DEFAULT WITH TICA

Arrears of rent – A tenant can be reported to TICA from the time of arrears
Breaking a tenancy agreement – A tenant can be reported to TICA for breaking a tenancy agreement
Absconding – A tenant can be reported to TICA for leaving without providing any notice
Breaches of Body Corporate By-Laws – A tenant can be reported to TICA for not complying with body corporate by-laws
Dishonored Cheques – Where a rental payment is made and is dishonored it can be reported to TICA
Tribunal or court orders – Where a rental payment is made and is dishonored it can be reported to TICA
Poor periodic inspections – If a property is not kept in a reasonable state the matter can be reported to TICA
Rental bond claims – An agent can report any bond claims to TICA
Unauthorized pets – If a tenant keeps any unauthorized pets it can be reported to TICA
Subletting without consent – If a tenant sublets without consent the matter can be listed with TICA
Bankruptcy – If a tenant wishes to list their bankruptcy details with TICA, they can do so
Schemes of arrangement – Where a tenant agrees to pay off a previous debt the matter can be listed with TICA
Noise and nuisance – If a tenant or their guests behavior causes obstruction to another person's peaceful enjoyment the matter can be listed with TICA
Damage to property – Any damage (other than fair wear and tear) caused by a tenant or their guests can be reported to TICA
Taking possession without consent – Where a person takes possession of a property without consent the matter can be listed with TICA

Attn: **Property Manager** Fax No:

Request for Rental Reference

From: **Dot1Realty PTY LTD**

Date:

PLEASE SUPPLY A TENANT LEDGER

The following applicants have completed and signed an Application Form and signed a Privacy Statement which is attached.

Applicant/s _____

Current/Previous Address _____

Were they a tenant on the lease or approved occupant? _____

Commencement Date ___/___/___ Lease Expiry Date ___/___/___

Amount of rent paid \$_____ per week.

How many people were approved on the lease? _____ did your office terminate the agreement? Yes/No

During the tenancy was the tenant ever in arrears? During the tenancy was the tenant issued a Notice to Remedy Breach? If yes, reason for the Breach _____

Was the rent paid in a satisfactory manner? Yes/No

Have the General Inspections been satisfactory? Yes/No

Did the tenants keep pets at the property? Yes/No

Were pets ever a concern during the tenancy?

If vacated – was the bond refunded in full? Yes/No

If deductions were made what were they for? _____

Would the Company rent to the tenant again? Yes/No

General Comments

The information provided is completed to the best of my knowledge

Signed _____ Date ___/___/___

Thank You for Your Co Operation

SELF EMPLOYMENT CONFIRMATION

Accountant Details

Name _____

Address _____

Phone _____ Fax _____ Email _____

Business Name _____

Please confirm the following details relating to the above business ·

Business ABN _____

Approximate Gross Weekly Income \$ _____

_____ Signature Please Print Name _____

___/___/___ Dated

Please ask your Accountant to confirm your income details and return this form ASAP, as your application cannot be processed until this form is returned.

EMPLOYMENT CONFIRMATION

Please have your Employer confirm your employment details and return this form to our office ASAP as your application cannot be processed until this form has been returned to us.

Name of Applicant _____

Name of Employer _____

Address of Employer _____

Phone _____ Fax _____ Email _____

I, _____ being the Owner/Manager (please circle) of the above business hereby certify that the above applicant is currently employed by this business/company and has been employed for a period of _____.

The applicant currently earns \$ _____ gross, \$ _____ net per week. They are employed – CASUAL / FULL TIME (please circle).

_____ Signature Please Print Name _____

___/___/___ Dated

Thank You for Your Co Operation