



Rental Tenancy Application Form

APPLICATION CHECKLIST

You will need to provide the following:

100 Points of Identification

Drivers Licence	60 Points	Bank Card	20 Points
Passport	60 Points	Utilities Account	20 Points
Birth Certificate	20 Points	Pension Card	20 Points
Medicare Card	20 Points		
Bank Card	20 Points	TOTAL POINTS	

Proof of Income

- Three most recent payslips
- A letter from your employer stating income & length of employment
- A letter from your accountant if self employed
- Bank Statement
- Centrelink Statement

2 Personal References

Cannot be a relative or someone applying with you

3. CURRENT RESIDENTIAL ADDRESS

Property Address

Residential Status
Rent Own Board Other

Name of Landlord or Agent

Address of Landlord or Agent

Contact Number/s Fax

Rent Paid per week Period of Occupancy

Email Address

1. PERSONAL DETAILS

Applicants Full Name Date of Birth / /

Mobile Business Hours Phone

Email Address

4. PREVIOUS RESIDENTIAL ADDRESS

Property Address

Residential Status
Rent Own Board Other

Name of Landlord or Agent

Address of Landlord or Agent

Contact Number/s Fax

Rent Paid per week Period of Occupancy

Email Address

2. PROPERTY ADDRESS (Address you are applying for)

Property Address

Requested Start Date of Tenancy

Price per week Length of Lease

5. NAME OF OTHER APPLICANTS

Number of Adults Children

Name of Occupant	D.O.B	Tenant: On Lease, requires full Application Approved Occupant: Not on Lease, Requires AO Application Form Dependent: Persons under the age of 15, No Application required		
		<input type="radio"/> Tenant	<input type="radio"/> Approved Occupant	<input type="radio"/> Dependent
		<input type="radio"/> Tenant	<input type="radio"/> Approved Occupant	<input type="radio"/> Dependent
		<input type="radio"/> Tenant	<input type="radio"/> Approved Occupant	<input type="radio"/> Dependent
		<input type="radio"/> Tenant	<input type="radio"/> Approved Occupant	<input type="radio"/> Dependent
		<input type="radio"/> Tenant	<input type="radio"/> Approved Occupant	<input type="radio"/> Dependent

6. PERSONAL REFERENCES (2 Required)
(Cannot be relative or someone applying with you)

1. Name Relationship to you
 Best Contact Number

2. Name Relationship to you
 Best Contact Number

7. EMPLOYMENT DETAILS

Part Time Full Time Casual Not Employed Centrelink
 Self-employed Student Other
 Name of Employer /Company Role/Title
 Payroll/Supervisor (to confirm employment) Contact Number
 Weekly Income Amount Length of Employment
 \$

If Student please complete

Student ID Number Name of University/Tafe/College/other

If self-employed please complete

Name of Business Name of Accountant
 Accountant's Number Accountant's Email

9. NEXT OF KIN (Emergency Contact)
(Cannot be someone applying with you)

Name Relationship to you
 Best Contact Number Postal Address

8. PET APPLICATION Will pet/s reside at property? Yes No

Dog Cat Bird Other
 Breed of Pet Pet Name Age of Pet
 Council registration number Is The Pet De-Sexed? Yes No

Dog Cat Bird Other
 Breed of Pet Pet Name Age of Pet
 Council registration number Is The Pet De-Sexed? Yes No

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 copy of the receipt must be provided from a reputable pest control company.

Applicants Signature Date

PLEASE ATTACH PHOTO OF PET WITH APPLICATION

ADDITIONAL COMMENTS

OFFICE USE ONLY

	INITIAL	NOTES
APP COMPLETE		
100 POINT OF ID		
PROOF OF INCOME		
REF SENT		
REF RETURNED		
AFORDABILITY		30% =

REF 1.	Q1	
	Q2	
	Q3	
REF 2.	Q1	
	Q2	
	Q3	

	INITIAL	NOTES		INITIAL	NOTES
1 App Sent to O			5	Keys	
2 Lease Sent to T			6	Sparkle/Lawns	
3 Bond			7	Smoke Alarms	
4 Sign Up Docs			8	ECR/INV	

Approved: Start Date: Price: Lease Length:



**Real Estate
Gladstone**

Shop 3/19 Tank Street
PO Box 5014, Gladstone QLD 4680
☎ 07 4972 5700 📠 07 4972 1280

Rental Tenancy Reference

Agency:		Attention:		Phone:	
Email:		Fax:		Date:	

Applicant Name:						
Former Address:						
<i>I/we, herby authorise Elders Real Estate, as the letting agent, to conduct any inquiries and/or searches to verify my/our application.</i>						
Sign:				Date:		

OFFICE USE ONLY

AGENCY TO COMPLETE

Were the applicant/applicants listed as tenants?	Yes		No	
How many people occupied the property?	Adults:		Children:	
Period of Time Rented through Agency	From:		To:	
Did your agency terminate the tenancy?	Yes		No	
Rent Payments:	Behind / On Time / In Advance		Rent Per Week:	\$
Were any remedy breaches issued for rent arrears?	Yes		No	
	How Many?			
Were any remedy breaches issued for any other matters?	Yes		No	
	How many?		Reason:	
How was the condition of the property on routine inspections	Poor / Satisfactory / Excellent			
If the tenants had pets, did the pets cause any damage?	Yes		No	
Did you receive any complaints during the tenancy?	Yes		No	
	What For :			
How were the tenants to deal with during the tenancy	Co-operative / Unco-operative / Difficult			
How did the tenant leave the property after vacated?	Satisfactory / Unsatisfactory / Still to Vacate			
	Comments:			
Did the tenants receive a Full Bond Refund	Yes / No / Still to Vacate			
	Deductions:			
Any outstanding rent/invoices owing?	Yes		No	
	Amount \$			
Would your agency rent to this tenant again?	Yes		No	

Please Fax Reference back 07 4972 1280 or email gladstonere@elders.com.au along with Tenancy Ledger



Terms & Conditions

I agree to provide 100-point identification and proof of income as part of this Application

I understand that should my application be accepted and agreed with the owner and myself, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor)

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy.

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging. I understand should this application be successful, the tenant may be required to pay for the telephone line connection to the property'.

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

The tenancy database usually used is TICA to check an applicant's rental history.

TICA can be contacted on 190 222 0346 (Call Charges may apply). If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

Applicants Signature

Date

Two empty rounded rectangular boxes for signature and date.