

Tenancy Application Form

Please check and return your completed application and identification to:

Address: 224 Victoria Street, Mackay Qld 4740

Email: mackaypmassist@exploreproperty.com.au

Fax: 07 4898 1931 **Phone:** 07 4898 1909

APPLICANTS NAME/S

1. _____ 2. _____
3. _____ 4. _____

PROPERTY DETAILS

Property address: _____

Requested commencement date of tenancy: _____

Requested lease term (circle): 6 months 12 Months Other: _____

Rent amount per week: \$ _____

TENANCY APPLICATION CHECKLIST

- Tenancy application fully completed and signed
- All occupants over the age of 18 must fill out an application form whether a lease holder or approved applicant
- 100 Point Identification Check - The following identification has been photocopied and is attached to this

100 POINT IDENTIFICATION CHECK

PLEASE NOTE: 2 current income advices and a minimum of 1 form of photo ID must be provided.

Please provide a minimum of 100 points per applicant.

Form of Identification	Points	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Passport	40				
Driver's Licence	40				
Rates Notice	40				
Current Wage Advice (Min of 2)	30				
Bank Statement	30				
Other Photo ID	20				
Tenant Ledger	20				
Telephone Account	20				
Gas Account	20				
Electricity Account	20				

Affordability: Your rent affordability is calculated by taking your net weekly wage x 30%. e.g. \$1,000 net per week x 30% = \$300 - this is how much rent per week you can afford.

APPLICANT 1

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

REFEREES

Business Referee: _____
Relationship: _____
Contact No.: _____
Personal Referee: _____
Relationship: _____
Contact No.: _____

CURRENT EMPLOYMENT

Occupation: _____
Current Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Email: _____
Length of Employment: _____
Net Weekly Income: \$ _____

- SELF EMPLOYED (See Below) -

Company Name: _____
Business Type: _____
Address: _____
ABN: _____
Accountant Name: _____

PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: _____
Previous Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

STUDENT INFORMATION

Place of Study: _____
Course Name: _____
Course Length: _____
Enrolment/Student Number: _____
Campus Contact: _____
Contact's Number: _____

NEXT OF KIN (Whom does not reside with you)

Given Name/s: _____
Surname: _____
Relationship: _____
Address: _____
Mobile: _____
Email: _____

QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: _____

APPLICANT 2

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

REFEREES

Business Referee: _____
Relationship: _____
Contact No.: _____
Personal Referee: _____
Relationship: _____
Contact No.: _____

CURRENT EMPLOYMENT

Occupation: _____
Current Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Email: _____
Length of Employment: _____
Net Weekly Income: \$ _____

- SELF EMPLOYED (See Below) -

Company Name: _____
Business Type: _____
Address: _____
ABN: _____
Accountant Name: _____

PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: _____
Previous Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

STUDENT INFORMATION

Place of Study: _____
Course Name: _____
Course Length: _____
Enrolment/Student Number: _____
Campus Contact: _____
Contact's Number: _____

NEXT OF KIN (Whom does not reside with you)

Given Name/s: _____
Surname: _____
Relationship: _____
Address: _____
Mobile: _____
Email: _____

QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: _____

APPLICANT 3

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

REFEREES

Business Referee: _____
Relationship: _____
Contact No.: _____
Personal Referee: _____
Relationship: _____
Contact No.: _____

CURRENT EMPLOYMENT

Occupation: _____
Current Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Email: _____
Length of Employment: _____
Net Weekly Income: \$ _____

- SELF EMPLOYED (See Below) -

Company Name: _____
Business Type: _____
Address: _____
ABN: _____
Accountant Name: _____

PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: _____
Previous Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

STUDENT INFORMATION

Place of Study: _____
Course Name: _____
Course Length: _____
Enrolment/Student Number: _____
Campus Contact: _____
Contact's Number: _____

NEXT OF KIN (Whom does not reside with you)

Given Name/s: _____
Surname: _____
Relationship: _____
Address: _____
Mobile: _____
Email: _____

QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: _____

APPLICANT 4

PERSONAL DETAILS

Given Name/s: _____
Surname: _____
Current Address: _____

Mobile: _____
Email: _____
Date of Birth: _____
Driver's Licence (State and No.): _____
Passport (Country and No.): _____

CURRENT ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Property Address: _____
Length of Occupancy: _____
Circle: Property Owner OR Rental/Tenant
Rent/Mortgage Payments: _____
Name of Landlord/Agency: _____
Contact Details: _____
Email: _____
Reason for Leaving: _____

REFEREES

Business Referee: _____
Relationship: _____
Contact No.: _____
Personal Referee: _____
Relationship: _____
Contact No.: _____

CURRENT EMPLOYMENT

Occupation: _____
Current Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Email: _____
Length of Employment: _____
Net Weekly Income: \$ _____

- SELF EMPLOYED (See Below) -

Company Name: _____
Business Type: _____
Address: _____
ABN: _____
Accountant Name: _____

PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: _____
Previous Employer: _____
Address: _____
Contact Name: _____
Contact Number: _____
Length of Employment: _____
Net Weekly Income: \$ _____

STUDENT INFORMATION

Place of Study: _____
Course Name: _____
Course Length: _____
Enrolment/Student Number: _____
Campus Contact: _____
Contact's Number: _____

NEXT OF KIN (Whom does not reside with you)

Given Name/s: _____
Surname: _____
Relationship: _____
Address: _____
Mobile: _____
Email: _____

QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: _____

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agent, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose your personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of the other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My previous letting agents and/or landlords;
2. My referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties- valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent (Explore Property Mackay). Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Two week's rent	To be paid prior to commencement of tenancy
Bond (equivalent to 4 x weeks rent)	To be paid within 24 hours of approval
TOTAL = 6 x weeks	

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and give of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

SIGNATURES

.....
Applicant 1 Name

.....
Signature

Date / /

.....
Applicant 2 Name

.....
Signature

Date / /

.....
Applicant 3 Name

.....
Signature

Date / /

.....
Applicant 4 Name

.....
Signature

Date / /