

# TENANCY APPLICATION

**AN APPLICATION MUST BE COMPLETED IN FULL BY EACH PERSON OVER 18 WHO WISH TO BE LISTED AS TENANTS AT THE PROPERTY. A PERMITTED OCCUPANT APPLICATION MUST BE COMPLETED BY ANY AND ALL OTHER PERSONS WISHING TO RESIDE AT THE PROPERTY WHO ARE OVER 18 YET WILL NOT BE LISTED AS LEASE HOLDERS**

Every section of this application must be completed – **including phone & fax numbers**. Any sections that are not applicable, cross out. Attach a covering letter if necessary. **APPLICATIONS THAT HAVE NOT BEEN COMPLETED IN FULL WILL NOT BE PROCESSED. PLEASE DOUBLE CHECK THE APPLICATION IS COMPLETED PROPERLY BEFORE SUBMITTING.** Please initial \_\_\_\_\_

In some cases questions may not be applicable to your individual circumstances. In this instance, please attach a covering letter explaining your situation. Please initial \_\_\_\_\_

I /we accept, if this application is declined, Rental Revolution is not legally obliged to give reasons why this application has been declined. I/we agree to refrain from asking for any further details. I/we accept this application form & all attached documentation provided is not retained by Rental Revolution and will be shredded within 24 hours of being declined. Please initial: \_\_\_\_\_

It is agreed that upon communication of acceptance of this application by the Agent that a **deposit equal to one week's rent will be paid within 24 hours of such notice of acceptance**. We will continue to advertise, show the property & process applications until we receive a deposit equivalent to a minimum of one weeks rent. Please initial: \_\_\_\_\_

An appointment will need to be made with the property manager to sign the lease on the day the lease commences. Keys **CAN NOT** be handed out prior to the deposited into the account provided by the day of the lease sign. Please initial: \_\_\_\_\_

The processing of applications will take a minimum of 48 hours. Rental Revolution will contact you once your application has been processed. Should you find alternative accommodation in the interim, please contact this office and advise. Please initial: \_\_\_\_\_

Applications can be sent to the PO Box, or scanned as a pdf and emailed. Do NOT send the application as a photograph –it will NOT be considered or processed. Details on bottom of page 3.

## PRIVACY ACKNOWLEDGEMENT FOR TENANTS

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity to process and to evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it is collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant person information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required is not provided by you, we may not be able to process your application and manage your tenancy.

We may also disclose your personal information in order to; allow trades people or equivalent organisations to contact you, lodge / claim / transfer to / from the Residential Tenancies Authority, Refer to Tribunal / Courts and Statutory Authorities (where applicable), Refer to collection agents/lawyers (where applicable).

Rental Revolution complies with laws protecting privacy. The Information you provide to Rental Revolution will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Rental Revolution or do not wish Rental Revolution to use your information for purposes other than in accordance with this agreement, Please contact our office on 0407 560 565

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT SIGN

**PROPERTY ADDRESS**

<b>TITLE:</b>	<b>SURNAME:</b>	<b>FIRST NAME</b>	<b>D:O:B</b> / /
<b>AUSTRALIAN RESIDENT: YES / NO</b>		<b>VISA TYPE</b>	<b>VISA EXPIRY</b>
<b>EMAIL ADDRESS:</b>			<b>MOBILE:</b>

<b>CURRENT ADDRESS:</b>	<b>\$</b>	<b>PER WEEK</b>
PERIOD OF OCCUPANCY:	BREAKING LEASE: YES / NO	SOLE TENANT: Y / N
LESSOR / AGENT: <b>EMAIL:</b>		
IF PROPERTY FOR SALE / SOLD – SELLING AGENT NAME:		<b>PHONE:</b>
REASON FOR LEAVING:		

IF YOU ARE THE HOME OWNER, PLEASE ATTACH A COPY OF YOUR LATEST RATES NOTICE  
IF YOU ARE NOT A LEASE HOLDER, PLEASE STILL PROVIDE DETAILS OF AGENT / LESSOR & DETAILS OF LEASE HOLDERS

**IF OCCUPANCY AT CURRENT ADDRESS IS LESS THAN 2 YEARS, PLEASE COMPLETE SECTION BELOW**

<b>PREVIOUS ADDRESS:</b>	<b>\$</b>	<b>PER WEEK</b>
PERIOD OF OCCUPANCY:	ALL BOND REFUNDED: Y / N	SOLE TENANT: Y / N
LESSOR / AGENT: <b>EMAIL:</b>		
IF PROPERTY FOR SALE / SOLD – SELLING AGENT NAME:		<b>PHONE:</b>
REASON FOR LEAVING:		

IF YOU WERE THE HOME OWNER, PLEASE ATTACH PROOF OF OWNERSHIP (RATES NOTICE)

**PERSONAL REFEREE (NOT FAMILY MEMBERS). PLEASE INCLUDE DAYTIME CONTACT NUMBERS**

NAME:	PH (H):
ADDRESS:	PH (WK):
RELATIONSHIP:	PERIOD KNOWN:
	MOBILE:

**CURRENT INCOME DETAILS**

**IF YOU ARE ON A GOVERNMENT BENEFIT YOU MUST PROVIDE AN UP TO DATE INCOME STATEMENT**

EMPLOYER:	PH:
FULL TIME / PART TIME / CASUAL (HRS PER WEEK IF CAUSAL)	
NET WEEKLY \$	PERIOD EMPLOYED:
	OCCUPATION:

**IF EMPLOYED LESS THAN 12 MONTHS – PLEASE COMPLETE PREVIOUS EMPLOYER SECTION BELOW**

PREVIOUS EMPLOYER:	PH:
FULL TIME / PART TIME / CASUAL (HRS PER WEEK IF CASUAL)	
NET WEEKLY \$	PERIOD EMPLOYED:
	OCCUPATION:

**RELATIVE (NOT LIVING WITH YOU) TO CONTACT IN CASE OF EMERGENCY**

NAME:	PH (H):
ADDRESS:	PH (WK)
RELATIONSHIP TO YOU:	MOBILE

**COMPLETE ONLY IF SELF EMPLOYED**

NAME OF BUSINESS:	PH:
ACCOUNTANT NAME:	PH:
NET WEEKLY SALARY:	HOW LONG BUSINESS ESTABLISHED :

**AUXILARY INFORMATION**

<b>DOG: BREED</b>	<b>REGO</b>	<b>CAT/S #</b>	<b>REGO</b>
<b>DOG: BREED</b>	<b>REGO</b>	<b>SMOKER: YES / NO</b>	
<b>CAR: REGO NUMBER</b>	<b>CAR FINANCED? YES / NO</b>		

**HAVE YOU EVER BEEN EVICTED FROM ANY PROPERTY BY ANY AGENT OR LESSOR? YES / NO**  
**IS THERE ANY REASON KNOWN TO YOU THAT WOULD AFFECT YOUR ABILITY TO PAY RENT? YES / NO**  
**HAVE YOU EVER BEEN BLACKLISTED ON A TENANCY DATABASE YES / NO**  
**ARE YOU IN DEBT TO ANOTHER AGENT OR LESSOR? YES / NO**  
**IF YOU ANSWERED YES TO ANY QUESTION, PLEASE PROVIDE DETAILS**

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 .....  
 .....  
 .....

I, the applicant, do solemnly and sincerely declare that the above information is true & correct and that I have supplied this information of my own free will. I authorise the Agent to conduct any and all inquiries and or searches as required to verify the information contained in this application.

I, the applicant, do solemnly and sincerely declare that I have inspected the aforementioned premises and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months, from \_\_\_\_/\_\_\_\_/\_\_\_\_, at a rental of \$\_\_\_\_\_ per week and that the rental to be paid is within my means. I also undertake to pay a rental bond equal of **FOUR WEEKS** rent upon the signing by me, of the General Tenancy Agreement.

**APPLICANT NAME:** \_\_\_\_\_ **APPLICANT SIGNATURE:** \_\_\_\_\_

**PLEASE LIST ALL OTHER PEOPLE THAT WILL BE LIVING AT THE PROPERTY (INCLUDING CHILDREN)**

NAME:	D.O.B.	AGE	PHONE:
NAME:	D.O.B.	AGE	PHONE:
NAME:	D.O.B.	AGE	PHONE:
NAME:	D.O.B.	AGE	PHONE:
NAME:	D.O.B.	AGE	PHONE:

**ITEMS THAT MUST ACCOMPANY THIS APPLICATION.**

- PHOTOGRAPHIC ID – DRIVERS LICENSE (SHOWING CURRENT ADDRESS), PASSPORT, 18 + CARD – 2 TO BE PROVIDED
- LAST 3 PAYSLEIPS OR **CURRENT** INCOME STATEMENT
- CURRENT BANK STATEMENT – NOT AN ATM BALANCE
- TENANT LEDGER OR PREVIOUS 4 RENT RECEIPTS OR LETTER FROM CURRENT LANDLORD

I understand that if this application is NOT completed fully and correctly with all contact details for myself and references, then it will not be processed or considered. Rental Revolution will NOT chase me up to seek further information as it is my responsibility to provide it to them.

SIGNED: \_\_\_\_\_



0407 560 565

PO Box 765, Manunda QLD 4870

[info@rentalrevolution.com.au](mailto:info@rentalrevolution.com.au)

[www.rentalrevolution.com.au](http://www.rentalrevolution.com.au)