

# APPLICATION FOR TENANCY

(to be completed by all adult Applicants and unaccompanied minors)

Item

## Item Schedule

### 1. TENANCY DETAILS

Address: .....

Lease Commencement Date: ..... / ..... / ..... Lease Term: **0** ..... weeks / fortnights / months / years

Rent: **\$0.00** ..... per week / fortnight / month Bond: **\$0.00** .....

Total amount payable on signing of tenancy agreement: **\$0.00** .....

Holding deposit (if applicable): **\$0.00** ..... Payable within 1 business day of approval of tenancy application.

Holding Deposit Acceptance Period: On payment of the Holding Deposit the Applicant must within **0** ..... business days notify the Agent of their intention regarding the tenancy in accordance with Clause 3.2.

### 2. APPLICANT'S DETAILS

Name: .....

Phone (H): ..... Phone (W): ..... Mobile: .....

Email: .....

Date of Birth: ..... / ..... / ..... Driver's Licence/18+ card No.: ..... State of Issue: .....

Passport/Pension Card/Centrelink Card No.: ..... Expiry: .....

Vehicle Rego No.: ..... Other: .....

### 3. APPLICANT'S HISTORY

#### 3.1 Current Address:

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable): Name: .....

Email: ..... Phone: .....

Rent: **\$0.00** ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

#### 3.2 Previous Address (if applicable):

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable): Name: .....

Email: ..... Phone: .....

Rent: **\$0.00** ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

3.3 Have you ever been evicted from a premises?  Yes  No Are you currently in debt to any Landlord/Agent?  Yes  No

### 4. APPLICANT'S EMPLOYMENT

(NOTE: If self employed please provide a statement of income from your accountant/tax returns)

#### 4.1 Current Occupation:

Employment Type: ..... Duration: ..... Weekly Income: **\$0.00** .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

#### 4.2 Previous Occupation:

Employment Type: ..... Duration: ..... Weekly Income: **\$0.00** .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

#### 4.3 Student at:

Course name: ..... Duration: .....

### 5. LANDLORD / AGENT

Name: **Coverall Group T/as Coverall Real Estate** ..... ABN: **93603501122** .....

Address: **464 Mulgrave Road** ..... Phone: .....

**Earlville QLD 4870** ..... Fax: .....

Email: ..... Mobile: **0400 927 527** .....

**6. UTILITY CONNECTION** *Note: If the Agent has not nominated a Provider, the Agent will NOT arrange connection*

Utility Connection Provider: .....

Yes please contact me to arrange my utility connections

**7. OCCUPANTS**

Number of Adults: **0** Number of Dependents: **0** Number of Smokers: **0**

Full name/s of adult/s and dependents to reside on the Premises:

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

**8. REFEREES** *(All Referees should not be related to you)*

Business Referee: ..... Phone: ..... Relationship: .....

Personal Referee: ..... Phone: ..... Relationship: .....

**9. EMERGENCY CONTACT**

**Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.**

Name: ..... Phone: .....

Address: ..... Mobile: .....

**10. PETS**

Type/Breed: ..... Number: **0**

**11. USE OF PREMISES**

Will the Premises be used for business purposes:  Yes  No

**12. RENT PAYMENT METHODS & ASSOCIATED COSTS**

The Tenant must pay the rent in the approved way/s as indicated below:

- (a)  Cash  Credit Card  Deposit to a financial institution account nominated by the Lessor
- Cheque  EFTPOS  Deduction from pay, pension or other benefit payable to the tenant
- (b)  Another agreed way\*: .....

*(Note: Where 'Another agreed way' is ticked the Tenant/s must be given a choice of at least 2 other approved ways for the payment of rent selected from the above)*

\*Additional Costs associated with the other approved way of rent payment in 12(b):

.....

**13. ADDITIONAL CONDITIONS**

.....

**14. SIGNATURES**

Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008.

Yes  No

Applicant's Signature: ..... Date: .....

# APPLICANT DETAILS SHEET

(to be completed by each adult Applicant and unaccompanied minors)

## Item Schedule

**Item**

**1. APPLICANT'S DETAILS**

Name: \_\_\_\_\_  
 Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Mobile: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Email: \_\_\_\_\_ Vehicle Rego No.: \_\_\_\_\_

**1.1 Current Address:**

Period of Occupancy: \_\_\_\_\_ Situation: **Renting / Owned / Other** Other Situation: \_\_\_\_\_  
 Landlord/Agent Details (if applicable): Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rent: **\$0.00** Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: \_\_\_\_\_

**1.2 Previous Address (if applicable):**

Period of Occupancy: \_\_\_\_\_ Situation: **Renting / Owned / Other** Other Situation: \_\_\_\_\_  
 Landlord/Agent Details (if applicable): Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rent: **\$0.00** Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: \_\_\_\_\_

**1.3** Have you ever been evicted from a premises?  Yes  No Are you currently in debt to any Landlord/Agent?  Yes  No

**2. APPLICANT'S EMPLOYMENT** (NOTE: If self employed please provide a statement of income from your accountant / tax returns)

**2.1 Current Occupation:**

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: **\$0.00**  
 Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**2.2 Previous Occupation:**

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: **\$0.00**  
 Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. REFEREES** (All Referees should not be related to you)

**Business Referee:** \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
**Personal Referee:** \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**4. EMERGENCY CONTACT**

**Note: Required to contact you as a matter of urgency and your normal contact details are not responding.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

**100 POINTS OF IDENTIFICATION CHECKLIST** Each Applicant must produce 100 points of I.D. as marked with an asterisks (\*)

Last 4 Rent Receipts	20 POINTS <input type="checkbox"/>	Phone, Electricity, Gas or Rates Bills	15 POINTS (each) <input type="checkbox"/>
Drivers License	30 POINTS <input type="checkbox"/>	Pay Slips	15 POINTS <input type="checkbox"/>
Photo ID	30 POINTS <input type="checkbox"/>	Tenancy History Ledger	20 POINTS <input type="checkbox"/>
Passport	30 POINTS <input type="checkbox"/>	Bank/Cr Card Statements	15 POINTS (each) <input type="checkbox"/>
Birth Certificate	30 POINTS <input type="checkbox"/>		POINTS <input type="checkbox"/>
Pension or Health Care Card	15 POINTS <input type="checkbox"/>		
			<b>TOTAL POINTS:</b> _____

The Applicant consents to the Agent making enquiries (in accordance with the Privacy Statement on the Application for Tenancy Form) to verify the information provided herein.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Applicant has read the Application for Tenancy & agrees to be bound by the Terms of Application attached thereto.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_