



MARYBOROUGH
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reception@therentalsdepartment.com.au

Tenancy Application

PROCESSING AN APPLICATION

Applications will not be processed unless ALL information is supplied. We will endeavour to process your application within 48 hours and notify the primary applicant by phone.

SECURING THE PROPERTY

Within 24 hours of your application being approved, we require payment of one (1) week's rent to secure the property. Please note that your tenancy is not guaranteed until the balance of funds and required paperwork has been signed.

GENERAL TENANCY AGREEMENT INFORMATION

Before completing this application form, please note that the General Tenancy Agreement, any Special Conditions and complete tenant information packs can be made available to you. It is a requirement under the Residential Tenancies and Rooming Accommodation Act that you read and understand all documentation regarding your Tenancy.

SIGN UP APPOINTMENT and COLLECTION OF KEYS

Our office hours are Monday – Friday 9:00am – 5.00pm. You will need to make an appointment with us to sign your documentation, pay your bond and rent and collect keys.

All approved occupants must be present upon the sign up appointment. Keys will not be released unless all occupants have read and signed the General Tenancy Agreement and other relevant documents. Please note that we only accept Bank Cheque for your bond and first two weeks rent.

We DO NOT accept cash or have credit or EFTPOS facilities available.

PAYMENT OF RENT

For security reasons and the safety of our staff, VIP Realty Maryborough is a CASH FREE office. All future rental payments can be made through your choice of payment options via the REConnect One Card. Direct debit payments via the REConnect card provide an economical and worry free way to ensure your rent is paid when due.

RENT ARREARS

We bring your attention to the fact that VIP Realty Maryborough has a **ZERO TOLERANCE RENT ARREARS** policy. As agreed in your Tenancy Agreement, your rent should remain 2 weeks in advance throughout your tenancy. Should you find yourself in financial hardship, please contact our office to discuss how we can help.

Please Note: Photocopies are 50c per side in the office – we do accept copies of originals

APPLICATION FORM

Property Address: _____

Applicant/s: _____

Length of Lease Preferred: _____ Date Required: _____

Bond Loan Required: Yes / No

Prior to submitting your application, you must achieve a minimum of 100 points from the checklist below. Applications will not be processed without copies of supporting documentation.

| Compulsory Documentation | POINTS | APP 1 | APP2 |
|---|--------|-------|------|
| Photo ID - Driver's Licence, 18+ Card or Passport | 20 | | |
| Current Payslips x 2 | 20 | | |
| Bank Statement from current month | 20 | | |
| Birth Certificate or Extract | 20 | | |
| 3 items of supporting documentation below | | | |
| Current Tenant Ledger | 5 | | |
| Car Registration Form | 5 | | |
| Medicare Card | 5 | | |
| Health Care Card | 5 | | |
| Car Insurance Policy | 5 | | |
| Home or Contents Insurance Policy | 5 | | |
| We require 1 item from the list below: | | | |
| Gas, Phone or Electricity Account | 5 | | |
| Any other payable account in your name | 5 | | |

I/We have inspected the premises and accept the condition of the property in its current condition and wish to take a tenancy for a period of _____ months commencing ____ / ____ / ____ at a rental of \$ _____ per week.

We agree that a detailed Entry Condition Report will be completed prior to taking possession of the property. I/We have received a copy and agree with the proposed tenancy agreement and special terms for this property.

Signature: _____ **Date** _____

Signature: _____ **Date** _____

Please Note: Photocopies are 50c per side – we do accept copies

FIRST APPLICANT

Full Name: _____
DOB: _____
Current Address: _____
Relationship to other applicant/s: _____
Vehicle Rego: _____ State: _____ Driver's Licence No: _____

CONTACT DETAILS - I/We hereby consent VIP Realty to contact me/us on the following #'s

Home: _____ Work: _____ Mobile: _____
Fax: _____ Email: _____

DEPENDANTS

Name: _____ DOB: _____
Name: _____ DOB: _____
Name: _____ DOB: _____
Name: _____ DOB: _____

CURRENT LESSOR/AGENT

Name: _____ PH: _____
Address of property rented: _____
Period of occupancy: _____ Reason for leaving: _____
Who else lived at this property? _____
Previous address: _____
Previous Lessor/ Agent: _____ PH: _____
Period of occupancy: _____ Reason for leaving: _____
Who else lived at this property? _____

Do you Smoke? Yes / No

Pets owned (Strictly Outside only) Yes / No

If yes, Breed of animal: _____ Registration Number/s: _____
If yes, Breed of animal: _____ Registration Number/s: _____
How long have you had this pet for? _____ Is this pet an inside or outside pet? _____

OCCUPATION

Current occupation: _____ Weekly (net) salary \$ _____
Current employer: _____ Period of employment: _____
Address: _____
Phone: _____ Fax: _____ Mobile: _____

IF EMPLOYED LESS THAN 6 MONTHS

Previous employer: _____ Period of employment: _____
Contact: _____ Phone: _____

IF SELF EMPLOYED

Name of business: _____ Industry: _____
Address: _____
How long established: _____ Weekly/Monthly Income: _____

UNEMPLOYED PAYMENT DETAILS

What Government payments do you receive: _____
Weekly income: _____ (Please attach Centrelink payment details)

PERSONAL REFEREES(Not Relatives)

Name: _____ Contact No: _____

Address: _____

Name: _____ Contact No: _____

Address: _____

NAME OF RELATIVES NOT LIVING WITH YOU

Name: _____ Relationship: _____ Contact No: _____

Name: _____ Relationship: _____ Contact No: _____

CONTACT PERSON/S IN CASE OF EMERGENCY

PLEASE NOTE THAT THE EMERGENCY CONTACTS MUST DIFFER FROM OTHER APPLICANTS EMERGENCY CONTACT.

Name: _____ Relationship: _____

Address: _____ Contact No: _____

Name: _____ Relationship: _____

Address: _____ Contact No: _____

Have you ever rented a property before? Y / N

Have you ever been evicted by any Lessor or Agent? Y / N

If yes – reason: _____

Has a lessor or agent ever refused you a property? Y / N

If yes – reason: _____

Are you in debt to another Lessor or Agent? Y / N

If yes – reason: _____

Is there any reason known to you that would affect your rent payment? Y / N

If yes – reason: _____

Was all of your bond refunded to you from your last/ current address? Y / N

If no – reason: _____

SECOND APPLICANT

Full Name: _____

DOB: _____

Current Address: _____

Relationship to other applicant/s: _____

Vehicle Rego: _____ State: _____ Driver's Licence No: _____

CONTACT DETAILS– I/We hereby consent VIP Realty to contact me/us on the below numbers

Home: _____ Work: _____ Mobile: _____

Fax: _____ Email: _____

DEPENDANTS

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

CURRENT LESSOR/AGENT

Name: _____ PH: _____

Address of property rented: _____

Period of occupancy: _____ Reason for leaving: _____

Who else lived at this property? _____

Previous address: _____

Previous Lessor/ Agent: _____ PH: _____

Period of occupancy: _____ Reason for leaving: _____

Who else lived at this property? _____

Do you Smoke? Yes / No

Pets owned (Strictly Outside only) Yes / No

If yes, Breed of animal: _____ Registration Number/s _____

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How long have you had this pet for? _____ Is this pet an inside or outside pet? _____

OCCUPATION

Current occupation: _____ Weekly (net) salary \$ _____

Current employer: _____ Period of employment: _____

Address: _____

Phone: _____ Fax: _____ Mobile: _____

IF EMPLOYED LESS THAN 6 MONTHS

Previous employer: _____ Period of employment: _____

Contact: _____ Phone: _____

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Name of business: _____ Industry: _____

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Address: _____

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If yes – reason: _____

Was all of your bond refunded to you from your last/ current address? Y / N

If no – reason: _____



TENANT ACKNOWLEDGEMENT

I/We authorise VIP Realty to be given information to, and obtain information from, relevant databases, credit providers, employers, family members and personal referees and understand that this information may be used to assess my/our application Yes No

I/We agree to provide proof of income as part of this application for the purpose of determining my/our ability to service the rent payments (recent Pay slip, Accountants figures or Centrelink statement) Yes No

I/We understand that I/We will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy Yes No

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 submitting this application Yes No

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, but are not limited to, tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act Yes No

I/We acknowledge that we have inspected the property and agree to accept the property in its present condition Yes No

I/We understand that should my/our application not be approved by the agent or lessor that there is not a legal requirement to disclose reasons as to why and all information supplied by me/us shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines Yes No

I/We consent to the use of email or fax before and during the tenancy (in accordance with the Electronic Transactions Act 2001) Yes No

I/We acknowledge that we have been made aware of the agency's Privacy Policy (please ask our staff for a copy or read online at www.viprealty.com.au) Yes No

I/We declare that all information contained in this application is true and correct and given of my/our own free will Yes No

Signature: _____

Signature: _____

By signing this form, I have read and understood clearly all of the information outlined above