

(To be complete by all adult applicants and unaccompanied minors)

BEFORE SUBMITTING APPLICATION – PLEASE ENSURE THE FOLLOWING:

- Page 3 is completed AND signed AND Page 4 Section 12 is signed
- Photocopies are provided of all identification – 100 points
- Address of Property, lease commencement date & lease term are completed (page 1)
- All applicants acknowledge we DO NOT accept Eftpos/Credit Card or Cash for Rent of Bond Payments
- Full Bond amount is to be paid by way of Bank Cheque of Money Order in the name of The Residential Tenancy Authority

Please **TICK & SIGN** acknowledgement of all of the above: _____ Date: ___/___/___

PREMISES DETAILS	Address..... Lease commencement date: Lease term: Years Months Rent: \$..... per week/fortnight/month Bond: \$..... Total amount payable on signing of tenancy agreement: Holding Deposit: (two weeks rent applies) \$.....
APPLICANT'S DETAILS	Name: Phone (H): (.....) Email: Phone (W): (.....) Date of Birth: .../.../..... Car Registration No: Mobile: Driver's Licence No: (40 pts) Passport No: (40 pts) Medicare card/ 18+ Card No: (20 pts) Credit Card/card photo ID: (20 pts) Birth Certificate: Pay Slips (two required) (10 pts) Copy of Utilities Accounts (Telstra etc) (20 pts) MV Registration Papers (20 pts) Bank Statement (20 pts) * At least one form of ID must show your current address
APPLICANT'S HISTORY	Current Address: Situation: renting/Owned/Other Other situation: Period of Occupancy/Tenancy: Landlord/Agent Details of this Premises (if applicable) Name: Phone: (.....)..... Rent: \$..... Payment Period: Weekly/Fortnightly/Monthly Reason for leaving: Previous Address (if applicable): Situation: renting/Owned/Other Other situation: Period of Occupancy/Tenancy: Landlord/Agent Details of this Premises (if applicable) Name: Phone: (.....)..... Rent: \$..... Payment Period: Weekly/Fortnightly/Monthly Reason for leaving: Have you ever been evicted from a property? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently in debt to any landlord or agent? <input type="checkbox"/> Yes <input type="checkbox"/> No

Terms of Application

1. Declaration

The applicant declares:

- (1) that all the above details are true and correct,
- (2) that the Agent is authorised to cross reference relevant details against the listed references and check through any reference check organisation that the Agent may be affiliated with,
- (3) not to be bankrupt or insolvent.

2. Applicant Agrees

2.1 The applicant agrees that:

- (1) on acceptance of this application by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by method acceptable to the Agent. Such payments to be Cleared Funds prior to occupancy.
- (2) The applicant will sign the Tenancy Application forth with upon presentation of the same by the Agent
- (3) This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) The Applicant understands that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.

2.2 On the signing of this Tenancy Application the Applicant may be required to pay a holding deposit:

- (1) if the Tenancy Agreement is entered into the holding deposit must be applied in payment in whole in part of Rental Bond and rent.
- (2) If the Applicant's application is accepted and the Applicant does not enter in to the Agreement the holding deposit will be forfeited to the Landlord.
- (3) If the Tenancy Application is not accepted the holding deposit will be refunded.

3. Privacy Statement

The Agent collects and uses personal information obtained from you as the Applicant to provide the services required by you or on your behalf. You as the Applicant agree the Agent may collect, use and disclose your personal information in accordance with and subject to the *Privacy Act 1988*.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct.

I have inspected the property at and wish to apply for tenancy of the premises for a period of months, at a weekly rental of \$..... per week commencing/...../.....

I understand to pay a **Rental Bond of \$** (4 weeks rent) by Bank Cheque or Money Order made payable to the **Residential Tenancy Authority**.

I also undertake to pay the **first 2 weeks rent totalling \$.....** by Bank Cheque or Money Order made payable to **REOL International Pty Ltd**.

Statement of Costs:

Rental Bond (4 weeks rent) \$..... Payable to the Residential Tenancy Authority

First 2 weeks rent \$..... Payable to REOL International Pty Ltd

TOTAL \$.....

Applicants Signature: **Date:**/...../.....

Request for Rental Reference

To: **The Property Manager,**
 From: **REOL International Pty Ltd ATF Mahon Family Trust T/As REOL Gold Coast**
 Phone: **(07) 5576 7365** Fax: **(07) 5576 0274** Email: **rentals@reol.com.au**

We have received a signed Application for Tenancy from:

Name: _____
 Who resided at: _____
 From: ____ / ____ / ____ To: ____ / ____ / ____

It would be greatly appreciated if you could (subject to the provisions of the *Privacy Act 1988*) complete the following questionnaire and return it to us by fax or email, along with the rental ledger, at your earliest convenience.

1	LISTED AS TENANTS	Were the above applicants listed as tenants: <input type="checkbox"/> Yes <input type="checkbox"/> No
2	RENTAL PERIOD	From: ____ / ____ / ____ To: ____ / ____ / ____
3	TERMINATION OF THE LEASE	Terminated by: <input type="checkbox"/> Tenant <input type="checkbox"/> Agent Reason for termination: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
4	RENT PAYMENT	Rent amount: _____ per _____ Payment received on time: Always / Sometimes / Never / Other (provide comments)
5	BREACHES ISSUED	Number of RTA Form 11 - Notice to Remedy Breach issued: 0
6	ROUTINE INSPECTIONS	Carried out: <input type="checkbox"/> Yes <input type="checkbox"/> No Tenancy issues arising from inspections: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
7	PETS	Animals kept at the Property: <input type="checkbox"/> Yes <input type="checkbox"/> No Type/s: _____ Problems caused by the pets: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
8	PROPERTY	Was the property left clean and undamaged apart from general wear and tear on vacating? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>
9	HAND OVER	Was tenancy handover delayed: <input type="checkbox"/> Yes <input type="checkbox"/> No Period: _____
10	RENTAL BOND	Rental bond refunded in full: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>
11	FUTURE RENTING POTENTIAL	Would you rent to these tenants again: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>
12	SIGNATURES	I authorise the Agent to forward this questionnaire to all previous Agents &/or Lessors where I have rented and request that they honestly complete the form. Applicant 1: _____ Date: ____ / ____ / ____ Applicant 2: _____ Date: ____ / ____ / ____ Applicant 3: _____ Date: ____ / ____ / ____ Applicant 4: _____ Date: ____ / ____ / ____