



Suite 6
63 MacGregor Tce
Bardon QLD 4065
Phone: 3369 0111
Fax: 3369 0777

INVESTMENT HOUSE PROPERTY MANAGEMENT
TENANCY APPLICATION FORM AND DISCLAIMER

****PLEASE NOTE**** Upon approval of application, payment of one weeks rent (by cash only) and the signing of the lease must be done within 24 hrs.

Applications WILL NOT be provided unless the following information is given:

1. Photo Identification – passport, drivers licence or 18+ cards - CURRENT
2. 2 references from previous lessors/lessor agents, the last 4 rent receipts, tenant ledger
3. proof of the last residential address – telephone, electricity, gas account or bank statement
4. Supporting proof of income – pay slips, centrelink statement

I agree that no keys for the property will be provided to me by the rental agent until all the monies have been paid, equivalent to 6 weeks rent – being for bond equivalent to 4 weeks rent, plus 2 weeks rent, and all the lease documents have been signed by all parties. **Keys are not available before the lease commencement date.**

THINGS YOU MUST PROVIDE FOR YOUR APPLICATION TO BE PROCESSED!!

- Copy of tenancy ledger or last 4 weeks rent receipts.
- Photo ID – drivers licence, 18+ card, current passport.
- Proof of income or centrelink statement.
- Proof of current address – electricity/phone/gas account, car registration.

PROPERTY DETAILS

1. Property address..... Postcode.....
2. Lease commencement date.....
3. Term of lease you wish to commit to.....
4. Property rent.....per week Bond.....(4 weeks rent)
5. How many people will occupy the address.....
6. Details of pets: Breed/Type.....
7. Council registration number.....

THIS AUTHORITY MUST BE READ AND SIGNED BEFORE CONTINUING!!

We require originals of all documents provided for identification, which will be photocopied by a member of our staff at the time of lodging your application. If your application is successful, this information will be kept on file. If your application is unsuccessful, we will dispose of the information immediately in accordance with the privacy act. Please be aware that as members of TICA, Barclay and the National Tenancy Database, we will check your details with these agencies before proceeding with your application. It may be necessary to release your details to companies related to connection services at the property. Signing the disclaimer below provides us with the permission to perform all the tasks outlined.

I agree to the terms and authorise the agent to perform all tasks within the above authority.

Name.....Signature..... Date...../...../.....
Name..... Signature.....Date...../...../.....

Personal details

Applicant 1

Surname..... Given Name/s.....
 D.O.B..... Car Registration.....
 Drivers Licence..... 18+ Card.....State.....
 Passport number..... Country of issue.....
 Benefit number..... Benefit type.....

Contact details

Applicant 1

Home phone number..... Mobile phone number.....
 Work phone number..... Fax number.....
 Email address.....

Rental History

Applicant 1

Current address.....
 How long have you lived there?..... Current lease expiry date.....
 Name or lessor or agent..... Weekly rent paid.....
 Contact name and number..... Fax number.....

Previous rental history

Applicant 1

Previous address.....
 How long did you live there?.....Name of lessor/agent.....
 Contact name and number..... Weekly rent paid.....
 Was bond refunded in full?.....If not, why?.....

Employment History

Applicant 1

Current employment – Occupation.....
 Employers name/centrelink details/benefit type.....
 Employers address.....
 Contact name..... Contact number.....
 Length of employment.....IncomePer wk/fn/mth

Previous employment history – if employed for less than 6 months

Previous employers name.....
 Employers address.....
 Contact name..... Contact number.....
 Length of employment.....Income.....Per wk/fn/mth

If you are self employed or own your own business

Business name..... ABN.....
 Address..... Business type.....
 Personal net/income..... How long in business.....
 Name of accountant..... Phone number.....
 List one major creditor.....Phone number.....

Personal details

Applicant 2

Surname..... Given Name/s.....
D.O.B..... Car Registration.....
Drivers Licence.....18+ number.....State.....
Passport number.....Country of issue.....
Benefit number..... Benefit type.....

Contact details

Applicant 2

Home phone number..... Mobile phone number.....
Work phone number..... Fax number.....
Email address.....

Rental History

Applicant 2

Current address.....
How long have you lived there?..... Current lease expiry date.....
Name or lessor or agent..... Weekly rent paid.....
Contact name and number..... Fax number.....

Previous rental history

Applicant 2

Previous address.....
How long did you live there?..... Name of lessor/agent.....
Contact name and number..... Weekly rent paid.....
Was bond refunded in full?..... If not, why?.....

Employment History

Applicant 2

Current employment – Occupation.....
Employers name/centrelink details/benefit type.....
Employers address.....
Contact name..... Contact number.....
Length of employment..... Income..... Per wk/fn/mth

Previous employment history – if employed for less than 6 months

Previous employers name.....
Employers address.....
Contact name..... Contact number.....
Length of employment..... Income..... Per wk/fn/mth

If you are self employed or own your own business

Business name..... ABN.....
Address..... Business type.....
Personal net/income..... Howlong in business.....
Name of accountant..... Phone number.....
List one major creditor..... Phone number.....

Other people residing at this address

Please provide the names and ages of all persons (including children) other than the applicants who will be residing at the premises.....

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References and emergency details

Please provide 2 personal references (not related to you) with daytime contact numbers

.....Phone.....

.....Phone.....

Provide the details of your next of kin (not living with you)

.....Phone.....

Contact details in case of emergency

.....Phone.....

Declaration

I/We hereby offer to rent from the owner under a lease to be prepared by the agent. I/We acknowledge that I will be required to pay rent in advance and the rental bond, and that this application is subject to approval of the owner/agent. I/We agree that should the applicant not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of the application.

I/We do solemnly and sincerely declare that all the information in this application is true and correct and that all information was given on my own free will. I do declare that I/We have inspected the property. I/We authorise the agent to obtain details of my credit worthiness from:

- 1. The owner or agent of my current or previous residence
- 2. My personal contacts and employers
- 3. Any record, listing or database of default tenants.

If I/We default under a rental agreement, the agent may disclose details of such default to any person whom the agent reasonably considers has an interest in receiving such information. This includes the Tenancy Information Centre of Australia (TICA) and any national database.

I/We agree that should there be any requirements to commence proceedings for the recovery of rent, repairs and/or damage to the aforementioned property during the term or the expiration of the tenancy agreement, all cost associated with those proceedings shall be able to be recovered by me/us.

Signature 1.....Date...../...../.....

Signature 2.....Date...../...../.....

Privacy Agreement

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you by various methods throughout the tenancy to enable us to maintain the premises as per the Residential Tenancy Act, We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by the office) in the course of our day-to-day duties. You have the right to access personal information that we hold about you by contacting your agent.