



# Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

## PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

## NEXT OF KIN

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

## CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:	
Reason for leaving:		
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, please specify reasons why:		

## PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, please specify reasons why:		

## CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

## SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

## INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

## PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From                  to	Net weekly income:

## STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:

## REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

## Bank Account Details. Please supply a copy of a recent Bank Statement.

**Bank:**    **BSB:**    **Acc No.:**

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

## DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$            rent per week, or \$            rent per calendar month

First payment of rent in advance:	\$
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Rental Bond	\$
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Subtotal	\$
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Less Holding Deposit/Fee (if applicable):	\$
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Amount payable upon signing Tenancy Agreement:	\$
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- I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.
- I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will.
- I acknowledge that I have read the **Privacy statement, Consent & Declaration** and agree to these terms.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EMPLOYMENT: OFFICE USE ONLY

Employer:

Contact Name:

Position:

### Question

### Answer

Please confirm the employer's name and address

On what basis is the applicant employed? (Full Time, Part Time, Casual)

How many years has the applicant been employed with the employer?

Can you confirm that the applicant is earning \_\_\_\_\_ per week?

**REFEREES: OFFICE USE ONLY**

Contact Name:

**Question**

**Answer**

How long have you known the applicant?

Is the applicant a friend or relative?

If you owned an investment property, would you consider renting to them?

**Contact Name:**

**Question**

**Answer**

How long have you known the applicant?

Is the applicant a friend or relative?

If you owned an investment property, would you consider renting to them?

**OTHER COMMENTS/FEEDBACK:**

**Property Manager Name**

**Signature**

**Date**

TICA Report Attached

*This form is to be completed by the Property Manager and used to document the references and comments obtained from other referees and employers supplied by the applicant on the application form.*

**OFFICE USE ONLY**

**A copy of current Bank Statement must be included.**

**100 POINT IDENTIFICATION CHECK** - The following identification has been photocopied and is attached to this application

Item	<input checked="" type="checkbox"/>	Points	Initial		<input checked="" type="checkbox"/>	Points	Initial
Drivers License	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Item	<input checked="" type="checkbox"/>	Initial			<input checked="" type="checkbox"/>	Initial	
Personal Reference Checked	<input type="checkbox"/>			Previous Agent/Landlord Checked	<input type="checkbox"/>		
Tenancy Database Checked TICA	<input type="checkbox"/>			Landlord Notified – Approved/Rejected	<input type="checkbox"/>		
Employment Checked	<input type="checkbox"/>			Applicant Notified	<input type="checkbox"/>		

Property Manager Name

Signature

Date

**Tenant Reference Checklist****Property Manager****Agency****Email**

The following tenant has applied for a rental property with our office we would appreciate if you could fully complete and return the checklist below. Thank you in advance for taking the time to provide us with this rental reference.

**Return email to [property.management@qplrural.com.au](mailto:property.management@qplrural.com.au)**

Tenant name:

Property address:

Agency:

Date of Tenancy:

	Please	Please circle
<b>Privacy consent attached DETAILS</b>	YES	NO
Was the applicant listed as a tenant for the above property?	YES	NO
Did your office terminate the tenancy?	YES	NO
During the tenancy was the tenant ever in arrears?	YES	NO
Were there any notices for:	YES	NO
- Rent Arrears	YES	NO
- Noise	YES	NO
- Damage	YES	NO
- Other (please specify)	YES	NO
Was the property well maintained for periodic inspections?	YES	NO
Were any pets kept on the premises without permission?	YES	NO
Did the tenant leave the interior of the property clean and tidy?	YES	NO
Did the tenant leave the exterior of the property (yard) well maintained?	YES	NO
Was the bond refunded in full?	YES	NO
- if no, were deductions for rent?	YES	NO
- if no, were deductions for cleaning?	YES	NO
- if no, were deductions for damages?	YES	NO
- if no, please specify other deductions	YES	NO
<b>WOULD YOU RENT A PROPERTY TO THIS APPLICANT AGAIN?</b>	YES	NO
<b>COULD YOU PLEASE SUPPLY A RENTAL LEDGER.</b>	YES	NO

Comments

Property Manager Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

With Regards, Property Manager QPL Rural

**ID Verification Copies.**

**A copy of current Bank Statement must be included.**



# YourPorter

Phone: 1300 400 600

Fax: 1300 326 468

website: [www.yourporter.com.au](http://www.yourporter.com.au)

email: [sales@yourporter.com.au](mailto:sales@yourporter.com.au)

Please complete all sections of this application to enable us to connect your utilities.

## Applicant Details

Mr  Ms  Miss  Mrs  Other  Given Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## Property Details

Property Manager: \_\_\_\_\_

New Property Address: \_\_\_\_\_

Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Connection date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities

### YourPorter

Phone: 1300 400 600

Fax: 1300 326 468

**YourPorter is a FREE service connecting utilities and other services.**

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- |                                      |                               |                                    |  |                                     |
|--------------------------------------|-------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas  | <input type="checkbox"/> Telephone | <input type="checkbox"/> Internet        | <input type="checkbox"/> Pay TV     |
| <input type="checkbox"/> Car         | <input type="checkbox"/> Life | <input type="checkbox"/> Health    | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Home Loans |

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_