

Application for Residential Tenancy

NOTE: Application will only be processed once **ALL** details have been completed and supporting documents attached. All adults 18+ must complete a form – one per adult. **PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTS (100 points of ID, listed below + Proof of Income) IN PERSON OR EMAIL admin@beyondpm.com.au. Call 07 3188 7651 with queries.**

Driver licence showing current address (ESSENTIAL, or if none, Proof of Age Card)	60 points	Passport	60 points
Medicare Card	20 points	Birth Certificate	20 points
Last 4 rent receipts or mortgage payments	40 points	Student ID and/or visa	20 points
Recent utilities account showing current address	30 points	Bank Statement	30 points

PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number, Breed and type of pets to be kept at property:
Are pets registered with a Council? Y / N Which Council?	
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Have you ever been known by any other name? Y / N If yes, what other name/s have you been known by?	
Current Address:	
Home Phone:	Work Phone:
Mobile:	Email:
Date of Birth:	Drivers Licence No: State:
Number of vehicles:	Model and Registration number/s:
Passport No:	Passport Country:
Are you an Australian Citizen? YES / NO	If no, provide copy of VISA or residency status

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	Name of Landlord / Agent:
Current Agent phone:	Email:

PREVIOUS RENTAL HISTORY

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

NEXT OF KIN (contact in case of emergency or extenuating circumstances, not a co-applicant)

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

CURRENT EMPLOYMENT DETAILS

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

SELF EMPLOYMENT DETAILS (Please attach proof of income)

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

INCOME (Please provide proof of income by way of payslip, group certificate or Employment Contract/letter)

Net weekly employment income:	Net weekly income from other sources (INCLUDE CENTRELINK INCOME HERE):
Source(s) of other income/ description of payments	

STUDENT INFORMATION

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

REFEREES (Cannot be relatives, partner or other people applying with you)

First Referee:	Relationship:
Phone:	Postal address:
Second Referee:	Relationship:
Phone:	Postal address:

Information about your application and tenancy databases –

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

What this means for you? As a property manager/owner, we are required by law to let you know which databases we use to check your rental history. Our agency uses the following tenancy databases: (insert information below):

- The Veda National Tenancy Database
- TICA - Tenancy Information Centre of Australia

What if I am listed? – If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information? – If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

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

Applicant Name: _____ **Signature:** _____ **Date:** / /

Terms and Conditions – Please read carefully:

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance. I consent to the use of email before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to the use of email, please cross this term out and initial the paragraph plus insert the date)

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. 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 making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement plus pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the application process, tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy.

Applicant Name: _____ **Signature:** _____ **Date:**
/ /

UTILITY CONNECTIONS



FREE Utility Connection Service - with a difference!

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

IMPORTANT NOTE TO APPLICANT: Please sign the Privacy Consent below but do **NOT** fill out other details on this page. This document will be sent to your current and/or previous Agency

Rental Tenancy Reference

OUR AGENCY : Beyond Property Management Pty Ltd Email Address: admin@beyondpm.com.au

Thank you for completing this tenancy reference form and returning to our Agency within 24 hours. Thank you for answering all questions below.

Name of Rental Agency	
Fax Number	Email Address
Name of Applicant	
Property Address	
Please state the tenancy term of the Applicant	
Rental property amount paid per week \$	

Please confirm that the Applicant named above was a named tenant on the lease?	Yes	No
If no, please confirm that they were an approved occupant?	Yes	No
Were inspections carried out?	Yes	No
Were inspections satisfactory?	Yes	No
Were Notice to Remedy Breaches issued during the tenancy?	Yes	No
If yes, Were they for rent?	Yes	No
If Yes and not issued for rent, what were Notice to Remedy Breach/es issued for?		
Please advise of Breaches		
Was there a pet kept at the premises?	Yes	No
If Yes, were there any concerns or problems in relation to the pet kept?	Yes	No
IF yes, please provide details		
If a final inspection has been carried out, was the property returned satisfactorily?	Yes	No
If no, please provide details		
Was the bond refunded in full?	Yes	No
IF no, please provide details		
Please provide any other comments or information that is important when assessing the application, thank you		

Name of Property Manager: _____

Signature of Property Manager: _____ **Date:** / /

***Please find following the tenant's consent to request this information as per the The Privacy Act 1988.
Thank you***

I provide consent for the Agency as part of application processing to contact all necessary people (including previous or current Agents) to verify the application and I understand that all Privacy Act requirements will be adhered to by the Agency.

Applicant Name: _____ **Signature:** _____ **Date:** / /