



APPLICATION PROCESS

- Complete the “Application for Residential Tenancy” form in full.
Please NOTE that any information not supplied (including contact telephone numbers) will delay the process of your application.
- ***ALL PERSONS OVER THE AGE OF 18 YEARS WHETHER THEIR NAME IS ON THE LEASE DOCUMENT OR NOT MUST APPLY IN FULL (PROVIDING ALL IDENTIFICATION) AND BE APPROVED BY THE OWNER.***
- Please note that applications take **48 hrs** (not including weekends & public holidays) to process. Applications will only be processed during business days being **MONDAY – FRIDAY**. Once we have the **owner’s** approval we will contact you to arrange an appointment time & date to sign up.
- Please note **ALL SIGN UP APPOINTMENTS WILL BE AT OUR OFFICE IN SPRINGWOOD**, unless otherwise pre arranged if “special circumstances” apply.
- Once you have been approved you must pay one weeks rent as a holding deposit. This deposit is non refundable but will go towards your rent in advance required at sign up.
- At sign up you must bring the following with you in a “BANK CHEQUE” or “MONEY ORDER”.
 - ~ BOND MONEY (equal to 4 WEEKS RENT)
 - ~ TWO WEEKS RENT (only one week required if already paid holding deposit.)
- **WE DO NOT ACCEPT CASH !!!** We offer RentPay as a rent payment option. There is a small fee for using this service.
- ALL PERSONS WHO WILL BE SIGNING THE LEASE DOCUMENT MUST ATTEND THE SIGN UP APPOINTMENT.
- **NO APPLICATION WILL BE PROCESSED UNLESS 100 POINTS OF ID HAS BEEN SUPPLIED.**

Office Locations

Springwood

Shop 4, Springwood Plaza
3 – 15 Dennis Road, Springwood
Ph: 07 3299 2455 or Fax: 07 3299 2433

Browns Plains

2/67 Eastern Road,
Browns Plains Qld 4118

Coomera

Suite 4, 17 Hickey Street
Coomera Qld 4212

Strathpine

Suite 3/401 Gympie Road,
Strathpine Qld 4500



100 Point Identification

Prior to any tenancy application being considered, each applicant is required to provide sufficient identification, which totals 100 points. Should you have difficulty in providing this identification, please advise us prior to completing.

All items in List A must be provided. (Only one piece of Photo Id required).

| LIST A | POINTS |
|---|---------------------------------------|
| Drivers Licence Or Passport = Or Proof of Age card | 50 |
| Tenancy History Ledger (if rented before) | 20 |
| Proof of Income (payslips/Centrelink) Or Accountants Details if self employed | 20 |

LIST B

| | |
|------------------------------------|----|
| Rates Notice (if own property) | 20 |
| Australian Citizenship Certificate | 20 |
| Energex Account | 15 |
| Telephone Account (home or mobile) | 15 |
| Medicare Card | 15 |
| Birth Certificate | 15 |
| Vehicle Registration | 15 |

TENANCY APPLICATION FORM

Property Address: _____

Title: Mr / Mrs / Ms / Miss

First Applicant: _____

Date of Birth _____ Phone No. _____

Work Ph _____ Mobile _____

Drivers Licence No. _____ Email: _____

Relationship to other applicant/s: Partner / Parent / Friend / Other: _____

Current Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Reason for Leaving: _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Previous Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Occupation: _____ Weekly Income: _____

Employer: _____ Address: _____

Period of Employment: _____ Employer Ph: _____

REFERENCES Not including relatives.

Personal Referee: _____ Phone: _____

Personal Referee: _____ Phone: _____

Next of Kin: _____ Relationship: _____

Ph No. _____ Mobile _____

Car Registration No. _____ Vehicle Type _____

No. Vehicles Owned: _____ Details: _____

Pets: YES NO Type: _____

Other persons wishing to occupy premises including children.

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____



Name: _____ Age: _____

Title: Mr / Mrs / Ms / Miss

Second Applicant: _____

Date of Birth _____ Phone No. _____

Work Ph _____ Mobile _____

Drivers Licence No. _____ Email: _____

Current Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Reason for Leaving: _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Previous Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Occupation: _____ Weekly Income: _____

Employer: _____ Address: _____

Period of Employment: _____ Employer Ph: _____

REFERENCES Not including relatives.

Personal Referee: _____ Phone: _____

Personal Referee: _____ Phone: _____

Next of Kin: _____ Relationship: _____

Ph No. _____ Mobile _____

Car Registration No. _____ Vehicle Type _____

No. Vehicles Owned: _____ Details: _____



THIS DECLARATION MUST BE READ BEFORE SIGNING

I / We agree to supply any identification or reference information to assist in the processing of this application & authorise the agent to photocopy & retain any part of this application.

I / We, the applicants declare that the above information supplied in this application is true & correct, & given of my /our own free will. I / We authorise Guardian Property to conduct all enquiries and or searches including tenancy database's to verify the enclosed information.

I / We acknowledge that if our application is unsuccessful that Guardian Property is not legally obliged to give any reason or explanation.

I / We declare that I / We are not bankrupt & that the rental amount is within my / our means.

I / We have inspected the property & wish to take up tenancy (upon approval) for a period of _____ months / years.

Starting from ____/____/____ at a weekly rental amount of \$_____.

I / We agree to pay the required bond amount (4 weeks rent) of \$_____ upon approval of the tenancy agreement.

Do you intend to use a Department of Housing Bond Loan YES / NO

Before I submit this application I have sighted/been given a copy of the General Tenancy Agreement, Terms & Special Conditions to read YES / NO

SIGNATURE FIRST APPLICANT _____ DATE _____

WITNESS _____ DATE _____

SIGNATURE 2ND APPLICANT _____ DATE _____

WITNESS _____

DATE _____

PLEASE REFER TO OUR APPLICATION PROCESS FORM SUPPLIED WITH THIS APPLICATION FOR ADDITIONAL DETAILS.

NOTE: We do not accept CASH, PERSONAL CHEQUES or BOND TRANSFERS with any applications. NO EXCEPTIONS



PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read & sign this acknowledgment. In order to process a tenancy application a tenancy applicant under the National Privacy Principles (NPP) of the Privacy Act is to be made aware that organisations may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the NPP the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy databases for assessment of my/our tenancy application. I/we further give consent to the member of the Databases Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement, I/we give my/our permission to the member of a tenancy database to register any of my/our details of such breach with a tenancy database. I/we further agree and undertake that the removal of such information from a database is subject to the conditions of the database company.

I/we understand that TICA Default tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required, the database member may elect not to proceed with my/our tenancy application. I/we agree & understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on Ph 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Date _____

Name of Applicant 1 _____ Signature _____

Name of Applicant 2 _____ Signature _____

Witness Signature _____



A Free Service –

Disconnecting & Reconnecting Your Utilities Has Never Been Easier!

When you vacate a property it is your responsibility to disconnect the utilities. Connectnow is a simple and convenient time saving service assisting you to disconnect and reconnect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia’s leading providers.

Simply fill in your details below and connectnow will make all reasonable efforts to contact you within one working day of receiving an application. If we unable to contact you within this period please call 1300 554 323 to ensure connection and disconnection can be completed by your requested date.

Dr Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Date of Birth ____ / ____ / ____ Drivers Licence No _____ State Issued _____

Home Ph _____ Work Ph _____ Mobile _____ Email _____

Vacating Property Address _____ Post Code _____

Disconnect utilities on ____ / ____ / ____ (we will contact you to confirm details before disconnecting)

When we contact you, please have your electricity, gas and phone account numbers ready. Note: We can only disconnect a Telstra or Optus phone line, and only when connecting a phone line at another property

New Property Address _____ Post Code _____

Reconnect utilities on ____ / ____ / ____ (we will contact you to arrange connections at the new property)

DECLARATION:

I consent to connectnow Pty Ltd A.C.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my address to obtain supply details. If the power has been disconnected, it is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required. While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Disconnection and Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).

Signed: _____ Date ____ / ____ / ____



**Springwood
ID: 9622**



PET APPLICATION

(Current photo required of all pets named on application)

Property: _____

Name/s of applicant: _____

Name of pet/s: _____

Type of pet: Dog: Breed _____ Number _____ Age _____

Cat: Breed _____ Number _____ Age _____

Bird: Breed _____ Number _____

Fish: Breed _____ Number _____

Other: _____

Is the pet desexed: Yes / No _____ Is pet registered by council: Yes / No

Is the pet an inside or outside pet? _____ Outside _____ Inside _____

Should the application be approved, the tenants agree to the following:

- 1.If an outside pet, the tenant/s agree not to allow the pet inside the house at any time.
- 2.The tenant/s agree to have flea control treatment for the keeping of dogs and cats and lice control treatment for the keeping of birds carried out by a registered pest control company upon vacating the property and a receipt is to be produced as proof of this having been done.
- 3.Should there be evidence of fleas and lice during the tenancy, the property must be fumigated by a registered pest control company at the tenant/s expense and a receipt is to be produced.
- 4.The tenant/s agree to remove the pet droppings from the property on a weekly basis.
- 5.The tenant/s agree that the dog will be registered in accordance with the local council by-laws and kept in a fenced area and not to cause a disturbance to the neighbours.
- 6.The tenant/s hereby indemnify and keep the lessor indemnified in respect of all damages, injuries, loss, costs or any other expenses whatsoever whether caused directly or indirectly from the tenant's dog including but not limited to the tenant's dog escaping the property and causing loss, damage, injury or costs to any third party.
- 7.The tenant/s agree that any damage caused by the pet during the tenancy will be repaired immediately.
- 8.The tenant/s agree that no unauthorized pets will be kept at the premises for any length of time.
- 9.The tenant/s agree that if they keep fish in a fish tank, they accept responsibility for any damage caused by leakage or spillage of water.

Signature of applicant

Signature of applicant

Witness

Witness

