



Cnr Ashmore Road & Upton Street
BUNDALL QLD 4217
T 07 5553 3688 F 07 5553 3699
rentals@lucycole.com.au
www.lucycole.com.au

TENANT APPLICATION INFORMATION

This is a non-binding agreement by both parties. The property will not be held for you until the application has been approved and the first two weeks rent has been paid to our office in cleared funds.

OFFICE HOURS

Our office is open Monday to Friday 8:30am - 5:00pm.

PLEASE READ PRIOR TO COMPLETING THIS APPLICATION

Each applicant must have at least **one** document from each category below.

PHOTO IDENTIFICATION	18+ Card, Drivers Licence, University or TAFE Card, Passport
PROOF OF CURRENT ADDRESS	Phone or Electricity account, car registration papers, Council Rate Notice
PROOF OF INCOME SOURCES	Pay slips, Bank statements, Centrelink statement, ATO Notice
RENT PAYMENTS/ HOMEOWNERSHIP	Rental ledger, Lease agreement, rates notice, Allconnex notice
PETS	Photo must be supplied

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form, please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if applicable) can be made available to you. It is important that you read and understand this documentation, including any special conditions, prior to entering into the tenancy agreement.

ACCEPTANCE

Upon communication of acceptance of this application by the agent and in the event that the application is successful and acceptance is communicated and the two week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office

myconnect

MyConnect is a FREE and easy to use utility connection service

Phone 1300 854 478
Fax 1300 854 479
Email enquiry@myconnect.com.au
Web www.myconnect.com.au

Please tick utilities required:

Electricity ☐ Gas ☐ Phone ☐ Internet ☐ Pay TV ☐

The Main Electricity switch must be in the 'OFF' position between 7 am and 6 pm on the day of connection

By signing this application, I:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Applicants signature _____ Applicant signature _____



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FIRST APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____
Mobile Phone _____ Work Phone _____ Email _____
Number of dependants _____ Names & Ages _____
Pets. No ☐ Yes ☐ please supply photo, type, breed & name of pet _____
Driver's license number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current employer _____ Occupation _____
Employers address _____ Employers Phone _____
Length of employment _____ Net weekly income\$ _____ Full time ☐ Part time ☐ Casual ☐

IF LESS THAN 6 MONTHS PREVIOUS EMPLOYMENT

Previous employer _____ Occupation _____
Employers address _____ Employers Phone _____
Length of employment _____ Net weekly income\$ _____ Full time ☐ Part time ☐ Casual ☐

SELF EMPLOYMENT DETAILS

Company name _____ Trading as _____
Address _____ ABN _____ Personal net income PW \$ _____
Industry/ nature of business _____ How long established _____
Accountant _____ Phone number _____

STUDENT DETAILS

Name of learning institution _____ Faculty department _____
Student ID number _____ Income Source _____ Net weekly income \$ _____

CENTRELINK DETAILS

Type of payment _____ Total Payment/fortnight \$ _____

RESIDENTIAL DETAILS

Current Address _____
Owned ☐ Rented ☐ Rent per week \$ _____ Period of occupancy _____
Name of real-estate, lessor or agent if property sold _____
Agent / lessor phone number _____ Reason for leaving _____
Bond refunded ? Yes ☐ No ☐ If Not, why? _____
Previous Address _____
Owned ☐ Rented ☐ Rent per week \$ _____ Period of occupancy _____
Name of Real-estate, lessor or agent if property sold _____
Agent / lessor phone number _____ Reason for leaving _____
Bond refunded ? Yes ☐ No ☐ If Not, why? _____

REFERENCES

Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE [closest relative not living with you]

Name _____ Relationship _____
Address _____ Phone Number _____

Are you a smoker ☐ Non-smoker ☐ Total number of vehicles to be kept on property? _____
Do you own a lawn mower ☐ Trailer ☐ Caravan ☐ Boat ☐ Truck ☐ Tick whichever is applicable

APPLICANTS SIGNATURE _____ DATE _____



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SECOND APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____
Mobile Phone _____ Work Phone _____ Email _____
Number of dependants _____ Names & Ages _____
Pets. No ☐ Yes ☐ please supply photo, type, breed & name of pet _____
Driver's license number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current employer _____ Occupation _____
Employers address _____ Employers Phone _____
Length of employment _____ Net weekly income\$ _____ Full time ☐ Part time ☐ Casual ☐

IF LESS THAN 6 MONTHS PREVIOUS EMPLOYMENT

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Employers address _____ Employers Phone _____
Length of employment _____ Net weekly income\$ _____ Full time ☐ Part time ☐ Casual ☐

SELF EMPLOYMENT DETAILS

Company name _____ Trading as _____
Address _____ ABN _____ Personal net income PW \$ _____
Industry/ nature of business _____ How long established _____
Accountant _____ Phone number _____

STUDENT DETAILS

Name of learning institution _____ Faculty department _____
Student ID number _____ Income Source _____ Net weekly income
\$ _____

CENTRELINK DETAILS

Type of payment _____ Total Payment/fortnight \$ _____

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REFERENCES

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PERSONAL REPRESENTATIVE [closest relative not living with you]

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APPLICANTS SIGNATURE _____ DATE _____



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TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name's: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

I have inspected the above listed rental property and wish to take up a tenancy at a rental of \$_____ per week. for a period of _____ months /years from ____/____/____ and I agree to pay a bond of four weeks rent.

I, the applicant agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement and all documents are signed by the applicant;
- (iii) A minimum of two weeks rent and four weeks bond is required in cleared funds.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me.

I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a tenancy agreement has been entered into the tenant **agrees** that, should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and/ or other agents.

Once the application has been approved, I agree to pay a minimum of the two weeks rent to secure the property. THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE TWO WEEKS RENT & ALL THE TENANCY DOCUMENTATION HAVE BEEN SIGNED BY ALL PARTIES.

I, the applicant, **accept** that, if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your application will be shredded unless you advise us that you will be collecting it.

APPLICANTS SIGNATURE _____ DATE _____

APPLICANTS SIGNATURE _____ DATE _____

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.