

Residential Tenancy Application Form

I, _____
confirm that I have seen the property at _____

on _____ and wish to apply for the property. In filling out this application we accept and acknowledge that we take the property in its current condition and have completed this application form in full and attached a photocopy of all supporting documentation.

With filling out this application form I give full consent to the use of email and facsimile in accordance with provisions set out in chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth).

Should Your Application Be Successful

Once you have been accepted for a property we will make an initial phone call to advise that your application has been successful and to arrange a time for you to come and sign the lease. In order to secure the property we require all individuals who will be on the lease to visit us within 24-48 hours of being approved so that we can stop advertising the property. Remember it is your responsibility to make time to attend the sign up, all applications must be present.

When you meet with us we will carefully explain the details of the lease including our expectations and obligations. As we need to explain all your tenancy details thoroughly, please allocate up to 45 minutes for your tenancy induction. We will also explain our zero tolerance policy for late rent payment, the bond lodgement process, action for emergency repairs and help to arrange payment methods through our Direct Debit payment system if necessary. At this point you will be required to sign the lease, pay two weeks rent in advance and pay the agreed bond amount (the equivalent of four weeks rent in most cases).

Please make all Bank Cheques/Money Orders out to Aspire Estate Agents.
(WE DO NOT ACCEPT PERSON CHEQUES)

- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- We are a CASHLESS office. Methods of payments options are, Internet, Bank Cheque and Australia Post Money Order.
- We do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.

I, _____
have read, understand and accept the information and terms above
Signed _____

What we do is really quite simple...

1. Firstly we check that we've received all application forms from everyone wishing to apply with you.
2. We then make sure that you've filled out absolutely everything we need on our end, and that we've received all your documentation (the process will not start until we have all of this information required to complete your application).
3. We'll then cross reference your identification to make sure that all the details provided line-up correctly.
4. We then do a basic affordability test for all people applying on your lease.
5. We'll then contact your employer and ensure that your employment and income details are correct.

100 POINT IDENTIFICATION TO SUBMIT

ID must be PHOTOCOPIED and ready upon submission submitting your application.

<input type="checkbox"/> Proof of Income \ Pay Slips	Compulsory
<input type="checkbox"/> Centrelink Statement (if applicable)	Compulsory
<input type="checkbox"/> Current Bank Statement	Compulsory
<input type="checkbox"/> Proof of Address	40 Points
<input type="checkbox"/> Photo ID	40 Points
<input type="checkbox"/> Birth Certificate	10 Points
<input type="checkbox"/> Bank Card/Medicare Card	10 Points
<input type="checkbox"/> Copy of Residential Rates Notice	10 Points

Property Details

Proposed Property					
Rent per week	\$	Lease Term	YEARS	Commencing	
			MONTHS		

Personal Details

Full Name			
Date of Birth		Phone	
Mobile		Email	
Total Number of Occupants to Reside at the Premises		Name	Age
Name	Age	Name	Age
Name	Age	Name	Age

Residency Details (if you currently own property, please provide a copy of your latest rates notice.)

Current Address					
Occupancy Period		Rent Paid	\$	Current Lessor	
Reason for Leaving					
Lessor Address				(Ph)	
				(F)	
Previous Address					
Occupancy Period		Rent Paid	\$	Current Lessor	
Reason for Leaving					
Lessor Address				(Ph)	
				(F)	
Bond Refunded?		If not, why not?			

Other

Type & No. Pets				Small Medium Large	Inside Outside
Council Registered		If Yes, With Who?			
Marital Status			Have you been known by another name/s?	Yes / No	
Car Rego No.		Make & Year		Drivers Lic No.	
Passport No.			Country	Pension No.	
Smoker	Yes / No	Do you own a boat/caravan/trailer that will be kept at the property			Yes / No

Additional Information Aspire Estate Agents should know about you:

Personal References

Name			
Address		Ph	
Relationship		How Long Known?	

Name			
Address		Ph	
Relationship		How Long Known?	

Name			
Address		Ph	
Relationship		How Long Known?	

Education / Occupation (Complete where applicable - proof of income must be provided)

Name of Tafe Uni			
Faculty / Course		Student ID Number	

Current Occupation			
Current Employer			
Employer Address			
Employer Details	Ph	Fax	Payroll Contact
Employment Period		Gross Weekly Salary	\$ Net \$
If Employed For Less Than 6 Months - Provide Previous Employer			

If Self Employed			
Name of Business			
Nature of Business			
Address			
Accountant Details		Ph	
Average Weekly Income		Period of Self Employment	
If Employed For Less Than 6 Months - Provide Previous Employer			

Other Income Details			
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Business / Work References (Must be different to your payroll contact)

Name			
Business Name		Ph	
Address			

Name			
Business Name		Ph	
Address			

Emergency Contact (that does not live with you)

Name			
Address		Ph	

Pet Request

Item	Pet 1	Pet 2
Type/Breed of Pet/s		
Name/s		
Age		
De-sexed		
Council Reg Number		
Description		
Photo Provided		

Emergency Pet Carer

Name		
Address		
Phone Number	Work Number	Mobile Number

TERMS AND CONDITIONS

I _____ confirm I have read the terms and conditions on the RTA website <mailto:https://www.rta.qld.gov.au/Managing/Open-house-community-support-workers-newsletter/January-2016/Pets-in-rental-homes> prior to filling out this section of my application.

CONSENT & PRIVACY DISCLOSURE 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 Aspire Estate Agents on the numbers provided on this form. 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 Aspire Estate Agents to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal, Business/Work/Employment & Emergency 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 authorise Aspire Estate Agents to disclose the personal information collected about me to the owner of the property and to any third parties - valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies such as gas, electricity, water connection, telephone connection, other agents and tenancy default databases.

I acknowledge that this application is subject to the approval of the owner. I declare that all information completed in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied and accept the premises in its current condition.

Applicant Name

Signature

Date