

Townsville Rentals welcomes your application and any queries you may have.  
The following information and checklist will assist you to complete your Tenancy Application so it can be processed as quickly as possible.

**ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED AND AT LEAST 100 POINTS OF ID MUST BE SUPPLIED OTHERWISE YOUR APPLICATION WILL NOT BE ACCEPTED**

Please read prior to completing your application:

- I acknowledge that Townsville rentals has the authority to communicate with me electronically, i.e. SMS or email
- One application per applicant, not including dependents
- Applicants are required to supply 100 points of Identification as outlined below

**IDENTIFICATION**

**IMPORTANT:** At least one form of Photo Identification **MUST** be supplied

**70 Points – Mandatory (1)**

<input type="checkbox"/>	Passport	<input type="checkbox"/>	Full Birth Certificate	<input type="checkbox"/>	Citizenship Certificate
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**40 Points – Mandatory (1)**

<input type="checkbox"/>	Australian Drivers Licence	<input type="checkbox"/>	Student Photo ID	<input type="checkbox"/>	Dept of Veteran Affairs Card
<input type="checkbox"/>	Proof of Age Card	<input type="checkbox"/>	State/Federal Government Photo ID	<input type="checkbox"/>	Any other form of Photo ID

**25 Points**

<input type="checkbox"/>	Medicare Card	<input type="checkbox"/>	Council Rates Notice	<input type="checkbox"/>	Motor Vehicle Registration
<input type="checkbox"/>	Telephone Bill	<input type="checkbox"/>	Electricity Bill	<input type="checkbox"/>	Gas Bill
<input type="checkbox"/>	Tenancy History Ledger	<input type="checkbox"/>	Bank Statement	<input type="checkbox"/>	Credit Card Statement
<input type="checkbox"/>	Last 4 Rent Receipts	<input type="checkbox"/>	Centrelink Card	<input type="checkbox"/>	Previous Tenancy Agreement

**PLEASE NOTE:** If you are not an Australian Resident or Citizen please supply a copy of your Visa Details

**PROOF OF INCOME**

You are also required to supply Townsville Rentals with your Proof of Income upon submission of your application

Employed: Last TWO payslips - MUST BE CURRENT  
Self Employed: Bank Statement, Group Certificate, Tax Return or Accountants Letter  
Not Employed: Centrelink Statement or Bank Statements

I INSPECTED THE PROPERTY AT \_\_\_\_\_  
BOTH INTERNALLY AND EXTERNALLY ON THE \_\_\_\_/\_\_\_\_/\_\_\_\_

THE PROPERTY WAS FOUND TO BE IN A SATISFACTORY CONDITION

IF "NO" PLEASE INDICATE WHAT ITEMS NEED TO BE ATTENDED TO:

<input type="checkbox"/>	LAWNS REQUIRED TO BE MOWED
<input type="checkbox"/>	PROPERTY NEEDS A WIPE OVER CLEAN
<input type="checkbox"/>	POOL REQUIRES A SERVICE (IF APPLICABLE)
<input type="checkbox"/>	FOLLOWING MAINTENANCE NEEDS TO BE ATTENDED TO:

## BEFORE SUBMITTING YOUR APPLICATION

It is important that you understand the following:

- You are applying for the property in its current condition as viewed when inspecting the property. Requests for any changes to be done to the property must be received in writing upon receiving the application. Should you not make this request at this time nor put it in writing, your requests may not be accepted by the owner if you are approved for the property.
- Any approved pets (Dogs/Cats) or specialty pet is an outside pet ONLY unless agreed otherwise by the owner in writing

There is NO SMOKING permitted inside the property

## RENT PAYMENTS - Cash or Direct Transfers are not accepted by our office

For Rent Payments during your Tenancy our office recommendation is **ReConnect**. ReConnect allows you to make payments via direct debit among other options. The following fees do apply when signing up with ReConnect:

- Default Bank Account Registration: For payments where your registered default payment is by bank, building society or credit union account, a fixed monthly fee of \$3.20 ("Monthly Fee"), payable quarterly (ie \$9.60) in advance. The first quarterly fee will be debited from your account the day after your card is activated. The following additional charges will apply per payment:
- If the payment is by credit/debit card, a Convenience Fee of 1.32% of the payment value;
- If the payment is by BPAY (bank account only), a Convenience Fee of \$0.75;
- If the payment is by POST bill pay in-person (EFTPOS, cash or cheque only), a Convenience Fee of \$1.90.

The other payments also accepted by our office include

- Eftpos (savings and cheque) in office
- Bank Cheque in office
- Credit card (in office or over the phone) however this does incur a 2% surcharge

## BOND

Please note we DO NOT accept Bond Transfers from other Agents or Landlords.

Our Office does accept bond loans, if you will be obtaining a Bond Loan, please make sure you have Pre-Approval when applying for the property.

## SUCCESSFUL APPLICANTS

Once approved for the Property the 2 weeks rent in advance MUST repaid within 24hrs of the approval being given. If this is not received within that time frame, the property may be given to someone else.

IF the applicant accepts the property and the 2 weeks rent is paid, the applicant will forfeit the 2 weeks rent if they decide they no longer want to go ahead with the property they have been approved for.

**PLEASE NOTE:** Keys will not be given out unless the Bond (or Bond Loan) and 2 weeks rent has been received in full by the time of your Lease Start Date, however the tenant will be charged rent from this date.

I understand that if this Application is approved by Townsville Rentals;

- Arrangements will be made for all approved applicants to sign the General Tenancy Agreement within 48 hours of approval
- That 4 weeks bond and 2 weeks rent are required to be paid within 24 hours of being approved – please discuss if needed

## BOND AND RENT CALCULATION BELOW ARE TO BE PAID BY - BANK CHEQUE, EFTPOS, BANK TRANSFER

Rent per week amount \$

ITEM	CALCULATION	MONEY PAYABLE	IMPORTANT NOTES
Rent – First 2 Weeks	2 x \$ =	\$	This is to be paid within the first 24hrs of being approved
Bond (4 weeks rent)	4 x \$ =	\$	Must be paid in Full by lease commencement date
	Total Costs =	\$	Must be paid by Lease Commencement Date

## **PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS & OCCUPANTS**

**Townsville Rentals Pty Ltd**  
21-25 Sturt Street, Townsville QLD 4810

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

1. vacant possession is provided by the current occupant of the premises; available dates subject to change
2. The tenancy agreement is signed by the applicant; and
3. The payment of two (2) weeks rent and the full bond being four (4) weeks rent has been received into Townsville Rentals trust account.

### **Privacy Statement**

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's creditworthiness. I understand that you as Townsville Rentals are bound by the Privacy Act and the National Privacy Principles 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 that may verify the information provided by me.

I also authorise the Townsville Rentals 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, creditworthiness, 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 or next of kin nominees.

Tenancy Databases that Townsville Rentals subscribe to – [www.tica.com.au](http://www.tica.com.au) and [www.barclaymis.com.au](http://www.barclaymis.com.au)

### **Marketing Consent**

I understand that Townsville Rentals may need to contact me about Property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Townsville Rentals to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

### **Electronic Transmission**

It is agreed by signing below, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

### **Declarations – Applicant to complete and provide details as necessary**

Have you previously been evicted by a lessor or agent?

☐ Yes ☐ No

Are you in debt to another Lessor or Agent?

☐ Yes ☐ No

Was your bond at your last address refunded in full?

☐ Yes ☐ No, why? \_\_\_\_\_

Was the property in a satisfactory condition when you inspected it?

☐ Yes ☐ No, Why? \_\_\_\_\_

I declare that all information provided within this application and any enclosed documents is true and correct. I consent to verify details via Tenancy Information Centre. I declare that I am not bankrupt or an undischarged bankrupt.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, we may hold your details for a period of two weeks. Following this period all details held will be securely disposed of.

**Applicants Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Residential Tenancy Application Form

**PLEASE NOTE:** Your application will not be accepted or processed if all information and identification documents are not supplied and signed.

**1 application per applicant - not including dependants.**

**How did you find out about this property?**

Property Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
Lease Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lease Term: \_\_\_\_\_  
Rent per Week: \$ \_\_\_\_\_ Rental Bond Amount: \$ \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_

Licenced State: \_\_\_\_\_

No of cars to be kept at property: \_\_\_\_\_

Are all cars registered? \_\_\_\_\_

No / Yes

Will any pets be kept at the property? \_\_\_\_\_

No / Yes - **Please complete a Pet Application Form!**

Names of all occupants: \_\_\_\_\_

DOB: \_\_\_\_\_

(Including children) \_\_\_\_\_

DOB: \_\_\_\_\_

**And Relationship** \_\_\_\_\_

DOB: \_\_\_\_\_

Are you a smoker? \_\_\_\_\_

## Current Address Details (Mandatory)

Address: \_\_\_\_\_

Rent per week: \_\_\_\_\_

Agent/Owner: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Length of Stay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Previous Address Details (Mandatory)

Address: \_\_\_\_\_

Rent per week: \_\_\_\_\_

Agent/Owner: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Length of Stay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Employment Details (Mandatory)

Occupation:

Nett weekly income:

Employer:

Phone No:

Contact Name:

Employment Period:

## Self-employed (if applicable)

*If self-employed* – Accountants Name

Accountants Contact Number

## Centrelink Payments (if applicable)

Are you currently receiving Centrelink payments?

Description of payments

Total Income (per week)

## Student Information (if applicable)

Place of Study:

Name of Course:

Student No:

Length of Course:

Are you an Overseas Student?

If yes, Visa EXP date:

## Next of Kin Details in case of emergency

Please ensure next of kin are not living in the intended rental property and that their full name, full address, relationship and contact number are provided. Failure to provide the below requested information will result in a delay in processing your application.

Name:

FULL Address:

Relationship:

Phone No:

Name:

FULL Address:

Relationship:

Phone No:

## Personal Referee – Not related to you (Mandatory)

Name:

Relationship:

Home Phone No:

Mobile Phone No:

## Professional Referee – Work Colleague/Employer (Mandatory)

Name:

Relationship:

Home Phone No:

Mobile Phone No:

# PET APPLICATION AND AGREEMENT

## PROPERTY ADDRESS

## TENANT NAME

### RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. If unsure please contact our Agency prior to completing this application form.

### PET DETAILS

If more than 2 pets, you will require an additional pet application and agreement

ITEM	PET 1	PET 2
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES / NO	YES / NO
COUNCIL REG #		
DESCRIPTION		
COLOUR		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO

### EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Work Number

Mobile Number

### VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Fax Number

After Hours Number

## TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

## ACKNOWLEDGEMENT/AGREEMENT OF TERMS BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

## OFFICE USE ONLY

### APPLICATION RESULT

- ☐ Application for Pet/s – **DECLINED**
- ☐ Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.