



10605 New England Hwy
Highfields Qld 4352
T: 46 987 225
F: 46 987 011

E: rentals@localagent.com.au

Office Use Only

Date: _____ Property: _____
Application taken by: _____ Has the applicant viewed the property? _____

Application Form

*Please note that this application will only be processed once ALL details have been completed and all copies of all required documents have been provided. Each applicant must submit an individual application form. Applications take a minimum of 24-48 hours to process, once ALL information has been provided.

Identification Required- 100 Point checklist

- | | | | | | |
|-------------------------------|-----------|--------------------------|------------------------|-----------|--------------------------|
| Drivers License | 40 POINTS | <input type="checkbox"/> | Medicare Card | 10 POINTS | <input type="checkbox"/> |
| Birth Certificate | 40 POINTS | <input type="checkbox"/> | Pension or Health Card | 10 POINTS | <input type="checkbox"/> |
| 18+ Card | 40 POINTS | <input type="checkbox"/> | Gas Bill | 10 POINTS | <input type="checkbox"/> |
| Passport | 40 POINTS | <input type="checkbox"/> | Rates Notice | 10 POINTS | <input type="checkbox"/> |
| Other Photo ID | 30 POINTS | <input type="checkbox"/> | Electricity Bill | 10 POINTS | <input type="checkbox"/> |
| 2 Rent Recent Receipts | 10 POINTS | <input type="checkbox"/> | Phone Bill | 10 POINTS | <input type="checkbox"/> |
| Blue Card Uni or Tafe ID card | 10 POINTS | <input type="checkbox"/> | | | |

Proof of Income

Please provide the following:

- 2 Recent Pay Slips
- Current Centerlink Statements
- Bank Statement

ConnectNow.com.au

Please tick the following services you would like setup:

- Electricity
- Telephone
- Pay TV
- Water
- Gas
- Bottled Gas
- Internet

Rental Reference

Please note-If you have previously/ rented before through a Real Estate Agency or Private Landlord you will be required to fill in the rental reference attached to the back of this application.

Property Details

Address of Property _____ Inspected Property Yes/No

Lease commencement date _____

Preferred Lease Agreement: **6 months/12 months**

Rental Amount per Week _____

Applicant's Personal Details

Given Name(s) _____ Surname _____

Current Address _____

Phone _____ Fax _____ Mobile _____ Work _____

Email _____

Date of Birth _____ Drivers License No _____

Passport Number _____ Passport Country _____

Current Tenancy Details

Length of Current lease Agreement **6 Months/ 12 Months**

Rental Amount \$ _____

Name of Landlord/Agent _____ Phone _____

Reason for leaving _____

Applicant's Previous Rental History

Previous Address _____

Length of time at above address: From ____ to _____

Rental Amount \$ _____

Name of Landlord/Agent _____ Phone _____

Reason for leaving _____

Other Details

Number of Adults to occupy the property _____

Number of Children & Ages to occupy the property _____

Number of pets _____ Type/Breed _____

Please Circle: Smoker / Non-Smoker

Current Employment Details

Occupation _____
Company Name _____ Current Employer _____
Employers Address _____
Contact Number _____ Length of Employment _____

Income

Weekly employment income \$ _____
Weekly Centerlink income \$ _____
Income from other sources \$ _____

References

Please provide at least 3 reference business or personal, family references are not accepted

1st Referee: _____ Relationship _____ Phone _____
2nd Referee: _____ Relationship _____ Phone _____
3rd Referee: _____ Relationship _____ Phone _____

Next of Kin

Given Names(s) _____ Surname _____
Relationship _____
Address _____
Phone _____ Mobile _____ Email _____

- 1) I have inspected the property and found it to be in a clean & tidy condition **YES/NO**.
I wish to apply for Tenancy of the premises for a period of _____ at the rental amount of \$ _____/week
- 2) I acknowledge that my applicant will be presented to the Landlord of the property for their final decision.
- 3) I declare that the information provided by me is true and correct, and I am not bankrupt or an undischarged bankrupt.
- 4) I acknowledge that if my application be approved by the landlord I will pay a holding deposit of one weeks rent to localrental.com.au within 24 hours, if not the property will remain on the rental list until the holding deposit is paid.
- 5) I acknowledge that this application will be destroyed within 7days if not successful.

<u>Initial Rental Costs</u>		
_____ Rental Bond required (equivalent to 4 weeks rent)		\$ _____
_____ 2 Weeks Rent From _____ to _____		\$ _____
(Total Amount required Before/On Start of Tenancy)	Total	\$ _____

Privacy Act 1988- Collection notice
The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. The personal information collected about the Applicant in this application may be disclosed, by use of the internet or otherwise, during the course of the tenancy to other parties, including media organizations, the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases, bodies corporate, solicitors, clients of the Agent both existing and potential, parties engaged to evaluate the property, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to other Agents and/or landlord.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this Application. I understand that if this application is not accepted localrental.com.au is not required or obligated to disclose a reason as to why this application has been declined.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I/We _____ Acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.
Signature _____
Date _____



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Request for Rental Reference

Attention: Property Management Department

Date: _____

To: _____

From: localrental.com.au

Phone: _____ Fax: _____ Email: _____

We have received a signed Application for Tenancy from:

Tenant/s Name: _____

Who resided at: _____

Period of Rental: _____

Weekly Rental Amount: \$ _____

It would be greatly appreciated if you could (Subject to the provisions of the Privacy Act 1988) complete the following questionnaire and return to us by fax or email, along with the **rental ledger**, at your earliest convenience.

Tenant/Approved Occupant

- Where the above applicants approved occupants or tenants? YES/NO
- Are the above applicants currently on a fixed term lease? YES/NO
- Did your office terminate the tenancy? YES/NO
- During the tenancy was the applicant/s ever in arrears? YES/NO
- Was the applicant/s ever issued with a notice to Remedy? YES/NO
- If so how many? _____
- Was the applicant/s ever issued with a notice to Leave? YES/NO
- If so how many? _____
- Where any pets kept on the premises? YES/NO
- Were periodic inspections satisfactory? YES/NO
- Was the property left clean & undamaged apart from general wear & tear on vacating? YES/NO
- Were there any deductions from the rental bond? YES/NO

If yes please inform the reasons for the deductions: _____

Comments: _____

Would your agency rent to the application again YES/NO

*****PLEASE PROVIDE A COPY OF THE TENANTS LEDGER*****

*I authorize the Agent to forward this questionnaire to all previous/current Agents & Lessors where I have rented and request that they honestly complete the form:

Signatures/ Names

Applicant 1 _____ Date: _____

Applicant 2 _____ Date: _____

Applicant 3 _____ Date: _____

Applicant 4 _____ Date: _____

Thank-you for your assistance.

Kindest Regards

Localrental.com.au
Property Management