

# APPLICATION FOR RESIDENTIAL TENANCY

## Application Procedures, Bond and Deposit Policies

Please note:

1. I/We acknowledge that this application will take approx. 3 working days to process. Insufficient information or if we cannot contact your referees this will delay or stop its processing.
2. Our office will ring you immediately when a decision has been made on your application's **APPROVAL** only. If you do not get an approval phone call unfortunately your application was unsuccessful.
3. I/We acknowledge that both the lessor and I/we as tenant/s are bound by this application immediately on communication of the lessor's or his agent's acceptance of it.
4. I/We agree that if our application is successful, to pay the first 2 weeks rent deposit within 24 hours of communication of acceptance. We acknowledge the property could be forfeited if I/we do not comply. The deposit paid is non – refundable.
5. Full bond (equal to four weeks rent) and two weeks rent must be paid prior to possession of the property or on handover of the keys.
6. Bond transfers are not accepted by this office.
7. I/we agree to supply any of the following information to assist in the processing of this application and agree that the agent may copy any item and retain as part of this application.

**PROPERTY APPLYING FOR:** \_\_\_\_\_

**APPLICANT'S NAME/S:** \_\_\_\_\_

**CONTACT MOBILE NUMBER:** \_\_\_\_\_

### **OTHER OCCUPANTS** (e.g. children)

Note – 18+ (who are not applicants) wishing to occupy the property must also complete a separate application form.

Full Name	Date of Birth & Age	Relationship to Applicant/s

### **IDENTIFICATION AND EVIDENCE OF CAPACITY TO PAY RENT**

Before any application will be processed, each applicant must provide the following:

(Please circle)

	<b>Applicant 1</b>	<b>Applicant 2</b>
1. Photo Identification – Passport or Drivers Licence	Yes/No	Yes/No
2. Most recent rent receipts or tenant ledger	Yes/No	Yes/No
3. Written reference from landlord, if private rental	Yes/No	Yes/No
4. Payslips (min. 3) or letter from Employer stating Employer contact And salary details	Yes/No	Yes/No
5. Centrelink Income Statement (if applicable)	Yes/No	Yes/No
6. If Self Employed: Copy of Last Income Tax Notice of Assessment, Latest BAS return and bank statements	Yes/No	Yes/No
7. Rates notice (if you own or have just sold your own property)	Yes/No	Yes/No

**APPLICANT 1**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Are you a Smoker (please circle): Yes No

Hm Ph: \_\_\_\_\_ Wrk Ph: \_\_\_\_\_

Mob Ph: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Present** Address: \_\_\_\_\_ Rent \$ \_\_\_\_\_

Period of occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Agent/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Previous** Address: \_\_\_\_\_ Rent \$ \_\_\_\_\_

Period of occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Agent/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Occupation/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Net weekly income: \$ \_\_\_\_\_

Person to speak to regarding your employment: \_\_\_\_\_

If period of employment is less than 3 months, please provide employment details prior to your current position:

Occupation/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Net weekly income: \$ \_\_\_\_\_

If self-employed Name of Business: \_\_\_\_\_ ABN/ACN: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are a Student: Name of Institution: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Income Source: \_\_\_\_\_ Net weekly Income: \$ \_\_\_\_\_

**If you receive a Centrelink Payment, payment received each Fortnight: \$ \_\_\_\_\_**  
**Please attached your Centrelink Income Statement**

Personal Referees (DO NOT INCLUDE RELATIVES, EMPLOYERS, LANDLORDS/PREVIOUS LANDLORDS)

(1) Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(2) Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Next of Kin/Relatives or other persons to contact in case of emergency

(1) Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

(2) Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT 2**

**Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Drivers Licence No:** \_\_\_\_\_ **Are you a Smoker (please circle):** Yes No

**Hm Ph:** \_\_\_\_\_ **Wrk Ph:** \_\_\_\_\_

**Mob Ph:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_ **Rent \$** \_\_\_\_\_

**Period of occupancy:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_

**Agent/Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **Rent \$** \_\_\_\_\_

**Period of occupancy:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_

**Agent/Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Occupation/Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_ **Net weekly income: \$** \_\_\_\_\_

**Person to speak to regarding your employment:** \_\_\_\_\_

**If period of employment is less than 3 months, please provide employment details prior to your current position:**

**Occupation/Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_ **Net weekly income: \$** \_\_\_\_\_

**If self-employed Name of Business:** \_\_\_\_\_ **ABN/ACN:** \_\_\_\_\_

**Name of Accountant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**If you are a Student: Name of Institution:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Income Source:** \_\_\_\_\_ **Net weekly Income: \$** \_\_\_\_\_

**If you receive a Centrelink Payment, payment received each Fortnight: \$** \_\_\_\_\_

**Please attached your Centrelink Income Statement**

**Personal Referees (DO NOT INCLUDE RELATIVES, EMPLOYERS, LANDLORDS/PREVIOUS LANDLORDS)**

(1) **Full Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

(2) **Full Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Next of Kin/Relatives or other persons to contact in case of emergency**

(1) **Full Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

(2) **Full Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Pets - List any Pets owned – State breed, age and name:**

PET # 1: \_\_\_\_\_

PET # 2: \_\_\_\_\_

Are the pets registered with the Council (please circle one): Yes / No - If Yes which Council? \_\_\_\_\_

Are the pets outdoor or indoor pets (please circle one): Indoors Only / Outdoors Only / Both Indoors and Outdoors

**Vehicles – Total Number of vehicles to be kept at premises:**

Car Registration No: \_\_\_\_\_ Make and Model: \_\_\_\_\_ Owned / Financed

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**Declaration and Signing**

**I/We the applicants have inspected the property & wish to make application for a tenancy period of**

\_\_\_\_\_ months commencing from \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_

**at a rental of \$ \_\_\_\_\_ per week**

Applicant 1 Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant 2 Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Privacy Act Acknowledgement for Tenants

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. As professional property managers Peter Kennedy Realty Pty Ltd trading as Kennedy Property will collect personal information about you. You can ask for access to the Personal information we have about you, by contacting us via –

Telephone: (07) 5448 8088  
Facsimile: (07) 5448 8234  
Email: rentals@kennedyprop.com.au  
In Person: Shop 2, 658 David Low Way,  
Pacific Paradise

Personal information is collected from Tenants or potential Tenants in the course of a Tenancy Application and any subsequent Tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
  - The Landlord's lawyers
  - The Landlord's mortgagee / insurers
  - Referees you have nominated
  - Organisations / trades people required to carry out maintenance to the premises
  - Rental Bond Authorities
  - Residential Tenancy Tribunals/Courts
  - Mercantile Agents
  - TICA Default Tenancy Control Pty Ltd
  - National Tenancy Database Pty Ltd
  - Other Real Estate Agents & Landlords
- SECONDARY PURPOSES**
- Other Third Parties as Required by Law

Information already held on tenancy reference databases may also be disclosed to Kennedy Property. If the tenant fails to comply with their obligations under the Tenancy Agreement, that fact may also be disclosed to the Landlord, other agents and operators of tenancy reference databases. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property

managers. Consequently we then cannot provide you with the lease/tenancy of the premises.

I/we the said Applicants declare that I/we give our permission to Kennedy Property to collect my/our information and pass such information on the National Tenancy Database Pty Ltd and/or TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our Application for Tenancy. I/we further give consent to Kennedy Property to contact any of my/our referees provided by me/us in my/our Application for Tenancy.

I/we agree and understand that once an Application for Tenancy has been lodged with Kennedy Property and an inquiry made with a tenancy database my/our information file in that tenancy database may record the making of an inquiry.

I/we agree that in the event of a default occurring under a tenancy Agreement I/we give my/our permission to Kennedy Property to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a tenancy 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 Members access to information accumulated from Members about Tenants who have breached their Tenancy Agreements.

I/we agree and understand that should I/we fail to provide Kennedy Property with the information and acknowledgements required by Kennedy Property it may elect not to proceed with my/our Tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$4.50 per minute inclusive of GST.

Applicant 1 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant 2 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2/658 David Low Way, Pacific Paradise QLD 4564  
Phone: (07) 5448 8088  
Fax: (07) 5448 8234

**APPLICANT TO COMPLETE THIS SECTION ONLY**

**CURRENT or PREVIOUS** Real Estate Name: \_\_\_\_\_ Fax No: \_\_\_\_\_

Tenant Name/s on Lease: \_\_\_\_\_

Previous Rental Address: \_\_\_\_\_

Tenant Signature Approving Reference Request : \_\_\_\_\_

**Please complete the relevant sections below and email back to our office within 24 hours to info@kennedyprop.com.au, accompanied by a copy of the Ledger**

Was the above tenant the actual lessee at the provided address? YES / NO

Length of Tenancy: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ or Current

Did your Office Terminate the Tenancy? YES / NO  
If yes, Reason? \_\_\_\_\_

What was the Weekly Rent being paid? \$\_\_\_\_\_ (PLEASE SUPPLY LEDGER)

Were Rent Payments: In Advance On Time In Arrears Erratic

Were any Form 11's issued? YES / NO Reason \_\_\_\_\_

Were any Form 12's issued? YES / NO Reason \_\_\_\_\_

Were Inspections carried out? YES / NO

How were Internal Inspections? Unsatisfactory Fair Good Excellent

Were pets kept at the property? YES / NO  
Type \_\_\_\_\_ How Many \_\_\_\_\_

Was Bond Refunded to Tenant in Full? YES / NO HAS NOT VACATED

Describe Any Deductions From Bond? \_\_\_\_\_

Would you Rent to this Tenant Again? YES / NO

Additional Comments: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH TENANT LEDGER**

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