



Shop 11 KINGSVALE CENTRE
 302 Ross River Road, Aitkenvale Q 4814
 Ph: 4725 3300 - Fax: 4725 3322
 Email: john@johngribbinrealty.com.au
www.johngribbinrealty.com.au
 A.C.N. 059 390 082 A.B.N. 30 109 861 264

APPLICATION FOR RESIDENTIAL TENANCY

I/We acknowledge that the agent has the authority to communicate with me electronically.

PROPERTY DETAILS:

Address: Postcode:
 Lease Commencement Date:/...../..... Lease Term:Year/s.....Months
 Rent: \$..... Bond: \$..... Total (amount payable on signing of tenancy agreement): \$.....
 Have you inspected the property internally:

FIRST APPLICANT

Full Name: Date of Birth:/...../.....
 Home Phone: (.....)..... Work Phone: (.....)..... Mobile:
 Email: Car Registration No:
 Drivers Licence/18+ No: Passport No:

SECOND APPLICANT

Full Name: Date of Birth:/...../.....
 Home Phone: (.....)..... Work Phone: (.....)..... Mobile:
 Email: Car Registration No:
 Drivers Licence/18+ No: Passport No:

I/We acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reason for the rejection.

	First Applicant	Second Applicant
Have you ever been evicted by any lessor or agent?	YES/NO	YES/NO
Have you ever been refused another property by any lessor or agent?	YES/NO	YES/NO
Are you in debt to another lessor or agent?	YES/NO	YES/NO
Is there any reason known to you that would affect your rental payment?	YES/NO	YES/NO
Was your rental payment bond at your last address refunded in full?	YES/NO	YES/NO
If NO – what deductions were made?		
Rental Arrears	\$.....	\$.....
Repairs	\$.....	\$.....
Cleaning	\$.....	\$.....

FIRST APPLICANT: Name:
 Current Address:
 Period of Occupancy: Situation: **Renting/Owned/Other** Other Situation:
 Landlord/Agent Details of this Property (if applicable): Name:
 Phone: (.....)..... Rent: \$.....
 Previous Address:
 Period of Occupancy: Situation: **Renting/Owned/Other** Other Situation:
 Landlord/Agent Details of this Property (if applicable): Name:
 Phone: (.....)..... Rent: \$.....

Applicant's Employment:

Current Occupation:
 Employer/Business Name & ACN/Centrelink Details:
 Employment Type: Duration: Weekly Income: \$.....
 Contact: Phone Number: (.....)..... If ticked applicant authorises the agent to contact this person
 Address:

Referees: All Referees should not be related to you.

Referee 1: Name: Phone No: (.....).....
 Address: Relationship:
 Referee 2: Name: Phone No: (.....).....
 Address: Relationship:

Next Of Kin:

In case of Emergency Contact 1: Name:
 Address: Phone: (.....).....
 In case of Emergency Contact 2: Name:
 Address: Phone: (.....).....



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SECOND APPLICANT: Name:
 Current Address:
 Period of Occupancy: Situation: **Renting/Owned/Other** Other Situation:
 Landlord/Agent Details of this Property (if applicable): Name:
 Phone: (.....)..... Rent: \$.....
 Previous Address:
 Period of Occupancy: Situation: **Renting/Owned/Other** Other Situation:
 Landlord/Agent Details of this Property (if applicable): Name:
 Phone: (.....)..... Rent: \$.....

Applicant's Employment:

Current Occupation:
 Employer/Business Name & ACN/Centrelink Details:
 Employment Type: Duration: Weekly Income: \$.....
 Contact: Phone Number: (.....)..... If ticked applicant authorises the agent to contact this person
 Address:.....

Referees: All Referees should not be related to you.

Referee 1: Name: Phone No: (.....).....
 Address: Relationship:
 Referee 2: Name: Phone No: (.....).....
 Address: Relationship:

Next Of Kin:

In case of Emergency Contact 1: Name:
 Address: Phone: (.....).....
 In case of Emergency Contact 2: Name:
 Address: Phone: (.....).....

PETS:

Type/Breed: Number:
 Type/Breed: Number:

OCCUPANTS

Number of Adults: Number of Children (under 18 yrs):
 Full name/s and age/s of person/s to reside on the premises:
 i: ii:
 iii: iv:

1. I/We, the applicants declare that the above information is true and correct and that I/We have supplied it of our own free will AND I/We hereby authorize you as the letting agent, to conduct any enquiries, and/or searches, including any tenancy information database in order to verify the above information.
2. I/We acknowledge that any false information I/We provide in this application could jeopardize this application and any subsequent tenancy agreement I/We enter into on approval by the lessor or agent.
3. I/We acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
4. I/We the applicant/s declare that I/We am/are not bankrupt and that the rental is within my/our means.
5. I/We have inspected the premises and wish to take a tenancy for a period of months from/...../..... at a rental of \$.....per week. I/We also undertake a rental bond of \$..... when I/We sign the tenancy agreement.

Date:/...../.....
 First Applicants signature:
 In the presence of (signature):
 Date:/...../.....
 Second Applicants signature:
 In the presence of (signature):



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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. In order to process a Tenancy application, a tenancy application is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition, a tenancy application is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlord's or agents.

I/We the said applicant/s declare that I/We give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/We further give my/our permission for my/our information to be provided to any other tenant database for the assessment of my/our tenancy application. I/We further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/We agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/We agree that in the event of a default occurring under a tenancy agreement, I/We give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/We further agree and understand that the removal of such information from a database company 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 it's 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 the database member with the information and acknowledgements required the database member 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 rental accommodation.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

First Applicant's Name:

First Applicant's Signature:

Second Applicant's Name:

Second Applicant's Signature:

Signed by member & Date:



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DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorize the letting agent to contact and/or conduct any inquiries and/or searches with regard to the information supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare:

- 1) I have inspected the property located at
- 2) I have, of my own accord, decided that I wish to rent the aforementioned property commencing on/...../..... for a period of
- 3) I have been informed, understand and agree that the rental for the aforesaid property to be \$..... per week/fortnight and that this rental is within my means of support.
- 4) I understand and agree that the rental for the said property is to be paid every week and is to be one week in advance at all times.
- 5) I understand and agree that the bond for the aforesaid property will be four (4) times a week's rent and I further agree and undertake to pay the said bond on or before signing the tenancy agreement. I further authorize the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
- 6) I understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorize the letting agent to apply all or part of the subsequent payments to be apportioned to finalizing of the aforesaid property.
- 7) I understand & agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
- 8) I understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
- 9) I understand that this property is covered by the Barclay MIS Landlord Protection Plan & TICA.
- 10) I understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.
- 11) I understand and agree to pay one (1) weeks rent by Bank Cheque or Cash ONLY) to accompany this application upon acceptance of the tenancy.
- 12) I understand and agree that upon acceptance of my application, this one (1) weeks rent becomes NON – REFUNDABLE.
- 13) I understand and agree that the said one (1) weeks rent will be allocated to the first weeks rent that becomes due and payable or will form part of the bond.

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 18n (1) (b) of the Privacy Act, I authorize you to give information to and obtain information from all credit providers and references provided in this application. I understand this can include information about my credit worthiness, credit standing, credit history or capacity. I understand this information may be used to access my application.

First Applicant's Signature:

Second Applicant's Signature:



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NOTICE TO ALL **RESIDENTIAL TENANCY APPLICANTS**

**THE PROPERTIES MANAGED BY THIS OFFICE ARE PROTECTED BY THE BARCLAY
MIS LANDLORD PROTECTION PLAN, AON RISK SERVICES, TERRI SCHEER AND
MGA INSURANCE BROKERS.**

**YOU ARE REQUIRED TO MEET A 100 POINT IDENTIFICATION CRITERIA UPON
SUBMISSION OF YOUR APPLICATION, AND THE AGENT/LESSOR MAY
PHOTOCOPY ANY ITEM AND RETAIN AS PART OF YOUR APPLICATION.**

**10# POINTS:- Birth Certificate, Motor Vehicle Registration Papers, Last 4 Rent
receipts, tenant ledger**

30# POINTS:- Bank Statements, recent utility accounts eg: phone or electricity

40# POINTS:- Drivers Licence, Passport, 18+ Card, Student ID

**You will also be required to supply the agency with proof of your income upon
submission of your application:-**

Employed:- Last two pay slips

Self Employed:- Bank Statement, Group Certificate or Accountant's letter.

Not Employed:- Centrelink Statement

**SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS,
PLEASE SPEAK TO THE PROPERTY MANAGER.**

**ALL APPLICANTS FOR TENANCY ARE REFERRED TO
TICA FOR CONFIRMATION OF DETAILS SUPPLIED.**

**NO APPLICATION WILL BE ACCEPTED UNTIL ALL DETAILS
HAVE BEEN REFERRED TO TICA.**



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Checklist for Processing Tenancy Application

Name/s of Application/s:-
 Address of Property:-
 Date:-

Task	Completed	Signature	Date
Application completed fully by applicant and signed			
All identification supplied by all tenant/s			
Assess ability of applicant to meet rental payments			
Check Tenancy databases (attach record of search)			
Fax current and previous lessor rental ref form			
Verify personal references supplied			
Verify next of kin details			
Verify employment information			
Application Approved	Yes/No		
Contact applicant – advise of lessor instructions			
ON APPROVAL OF APPLICATION			
Deposit to be paid by			
Amount to be paid			
Deposit taken by			
Deposit taken date/time			
Routine inspection date scheduled for property			
Appointment date made for signing of lease			
Lease, form 2 and sign up pack prepared			
Any special terms added to lease agreement			
Entry condition report prepared			
All documentation signed by all parties			
Full bond and 2 weeks receipted			
Copies of all documentation supplied to tenant/s			
Verify return of entry condition report from tenant/s			
Crossed of Rental List	Yes/No		
Put on sign list	Yes/No		
Keys in file	Yes/No		
Lessor sent copy of lease and entry condition report			