



## TENANCY APPLICATION

We welcome your application and any queries you may have about the property, tenancy, or process. The following information and checklist will assist you to complete the tenancy application so it can be processed promptly.

Please read prior to completing your application:

- ☑ One application is to be completed per person over 18 years of age who will be residing at the premises.
- ☑ This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Please refer to the following list of accepted documents and point value of each.
- ☑ It is mandatory to provide at least one form of official photographic identification (passport, drivers licence, and proof of age) with a current pay advice.
- ☑ We cannot approve an application for a rent value that is more than one third of your household income.

### Documents Accepted for Identification Check Points Per Document

☑ Passport	70
☑ Drivers Licence	70
☑ Proof of Age	70
☑ Birth Certificate	40
☑ Other Photo Identification from government service	40
☑ 2 x Recent Rental Receipts	25
☑ 2 x Recent Pay Advice	25
☑ Recent Tenancy Ledger	25
☑ Vehicle Registration	25
☑ Rates Notice	25
☑ Utility Account	25
☑ Bank or Credit Card Statement	25

We will Endeavor to contact you within 1 week. If the application is approved, within 24 hours (1 business day) of acceptance, the General Tenancy Agreement is to be signed by all approved leaseholders and the monetary value; Residential Bond plus 2 weeks rent, is to be paid via direct debit (proved with a receipt) or Eftpos within the A&P Realty office located in the RIVAGE 26 River Street Mackay Qld 4740.

### Application checklist – before I apply, I have:

- ☑ Attached photocopies of documents to meets 100 or more points of ID which include the mandatory documents (One passport or drivers' licence, Current pay advice).
- ☑ Inspected property internally and externally.
- ☑ Understood the special terms and conditions to the agreement, relevant body corporate by-laws, restrictions, and inclusions to the agreement.
- ☑ Completed the attached Application form in full, including the Privacy Disclosure Statement and Privacy Consent.



**Address of Rental Property under application**

---

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

- Newspaper
- Website
- Agency Contact
- Sign
- Referral
- Other

**Applicant's Details]**

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ Expiry \_\_\_\_\_

Passport Number \_\_\_\_\_ Expiry \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

**Occupancy Details of All Persons to reside at Property, including children (Application form must be submitted by all persons over the age of 18)**

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

**Emergency Contact Details**

Name \_\_\_\_\_ Name \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Mob. \_\_\_\_\_ Mob. \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

**Personal Referees who are not Relatives**

Name \_\_\_\_\_ Name \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_



**Are you an Australian Citizen?**

Yes

No: Please attach copies of Passport and Visa to Application.

Visa Expiry Date \_\_\_\_\_

**Are you a smoker?**

Yes

No

**Current Tenancy Details if applicable (If you own your home, please supply a copy of rates notice)**

Address \_\_\_\_\_  
\_\_\_\_\_

Rent per week \_\_\_\_\_ Period of Occupancy (years & months) \_\_\_\_\_

Agent / Landlord \_\_\_\_\_ Business Phone \_\_\_\_\_

Fax \_\_\_\_\_

Do you expect your bond to be refunded in full?

Yes

No, why? \_\_\_\_\_

**Previous Addresses for the last three years**

Address \_\_\_\_\_

Rent per week \_\_\_\_\_ Period of Occupancy (years & months) \_\_\_\_\_

Agent / Landlord \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

Rent per week \_\_\_\_\_ Period of Occupancy (years & months) \_\_\_\_\_

Agent / Landlord \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

Rent per week \_\_\_\_\_ Period of Occupancy (years & months) \_\_\_\_\_

Agent / Landlord \_\_\_\_\_ Business Phone \_\_\_\_\_

\_\_\_\_\_



**Employment**

---

Current Employer \_\_\_\_\_ Position \_\_\_\_\_

- Full Time                       Part Time
- Casual                               Contract

Length of Employment: Years \_\_\_\_\_ Months \_\_\_\_\_

Remuneration is paid: Weekly / Fortnightly / Monthly

Payroll or Managers Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Email \_\_\_\_\_

**If Self Employed**

Company Name \_\_\_\_\_ Trading as \_\_\_\_\_

Address \_\_\_\_\_

Period Self Employed: Years \_\_\_\_\_ Months \_\_\_\_\_

Industry / Nature of Business \_\_\_\_\_ ABN: \_\_\_\_\_

Accountant Details \_\_\_\_\_ Business Phone \_\_\_\_\_

Creditor Referee \_\_\_\_\_ Business Phone \_\_\_\_\_

**Income**

Source – List Below \$ Gross per annum (Verification Required)

Employment \_\_\_\_\_ \$ \_\_\_\_\_

Self-Employment \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

**Details of All Vehicles to be kept at Property.**

Make / Model / Colour \_\_\_\_\_ Registration Number \_\_\_\_\_ Owned /  
Hired

Make / Model / Colour \_\_\_\_\_ Registration Number \_\_\_\_\_ Owned /  
Hired

Make / Model / Colour \_\_\_\_\_ Registration Number \_\_\_\_\_ Owned /  
Hired



**Declarations – Applicant to Complete and Provide Details as Required**

Have you ever been evicted by any Lessor or Agent?

Yes \_\_\_\_\_

No

Are you in debt to another Agent or Lessor?

Yes \_\_\_\_\_

No

Is there any reason known to you that would affect your ability to pay rent when due?

Yes \_\_\_\_\_

No

Was your bond at your last tenancy refunded in full?

Yes

No \_\_\_\_\_

Was the property in a satisfactory condition when you inspected it? If not, list requests.

Yes

No \_\_\_\_\_

**I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and the National Tenancy Database records. I declare that I am not bankrupt or an undischarged bankrupt.**

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

I apply for tenancy at (address) \_\_\_\_\_

for a period of \_\_\_\_\_ Months  
at a rental value of \$ \_\_\_\_\_ per week  
commencing on (date) \_\_\_\_\_ .

I understand that if my application is accepted, that within 24 hours all approved applicants are to sign the General Tenancy Agreement and pay full Bond values comprising of two (2) weeks rent plus four (4) weeks rent value in bond (unless otherwise agreed). The Tenant is then bound to the Terms of the agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the full Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.



### Rental Reference

In accordance with the Privacy Act, I/We the undersigned authorize the recipient of this fax request to give information to A&P Realty regarding My/Our Rental History. I/We understand this information will be used to assess My/Our application.

Name..... Name.....  
Signature..... Signature.....  
Date Signed..... Date Signed.....  
Address of Property Rented.....  
Real Estate Agent/Private Landlord.....

**All information supplied to A&P Realty is treated confidentially.**

Question	Previous Agent Comments
----------	-------------------------

Period of occupancy	
Weekly rent amount paid	
Was the applicant listed as a lessee	
Was the lessee ever in arrears	
Any remedies & reason	
Notice to leave & reason	
Date vacated	
How were inspections	
Did your office terminate tenancy	
Was the property left clean and tidy	
Pets kept with/without permission	
Number of occupants	
Bond refund details	
Details of disputes with applicant	
Outstanding monies	
Would you rent to this tenant again	
Confirmed by & phone number	