

## IMPORTANT INFORMATION – PLEASE READ

### When Lodging an Application ...

At the time of lodging your application, two week's rent is payable in person at our office (via cash, bank cheque or money order) on the following terms:-

- If your application is successful, this money goes towards your first rental payment for the property.
- Should your application be declined, it is fully refundable to you by a trust account cheque made payable to the person whose name is on the receipt.
- If your application is approved and then you decide not to proceed, it is non-refundable.
- Our office charges rent on a calendar monthly basis. This means that tenants are required to pay one calendar month's rent (approximately 4.3 weeks' worth) in advance prior to moving in and monthly in advance thereafter.
- If your application is approved, you will be required to pay four (4) weeks' rent as bond plus the balance of your first rental payment prior to moving in. This money is to be paid either by cash, bank cheque or money order.
- Our office does not accept Bond Transfers or Bond Loans.
- Please note that leases are prepared in one name only. Additional applicants are listed on the lease as approved occupants.
- I have read and understand the above terms and conditions.

.....  
Signed

.....  
Date

**Theresa Fitzgerald Property Management**  
626 Brunswick Street, New Farm Qld 4005  
[www.tfpm.com.au](http://www.tfpm.com.au)

## PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for Theresa Fitzgerald Property Management to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the Landlord, employment and personal referees, as well as to tradespeople, owner's corporations, government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases and to third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to Theresa Fitzgerald Property Management. 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 this information is not provided, Theresa Fitzgerald Property management may not be able to process the application and manage the tenancy.

I/we the said applicant/s declare that I/we give my/our permission to Theresa Fitzgerald Property Management to collect my/our information and pass such information on to 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 Theresa Fitzgerald Property Management 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 Theresa Fitzgerald Property Management 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 Theresa Fitzgerald Property Management to register any or 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 Theresa Fitzgerald Property Management with the information and acknowledgements required by Theresa Fitzgerald Property Management 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 rental 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 \$5.45 per minute inclusive of GST.

FIRST APPLICANT'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECOND APPLICANT'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THIRD APPLICANT'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Application for Residential Tenancy

(One application to be completed per person)



## Part 1 Rental Property Details

### Item 1: Agent Details

Agency name:

EXECUTIVE LEASING PTY LTD

Address:

P O BOX 609, 626 BRUNSWICK STREET  
NEW FARM QLD 4005

Phone:

(07) 3254 3666

Mobile:

Fax:

(07) 3254 3677

Email: [rentals@tfpm.com.au](mailto:rentals@tfpm.com.au)

### Item 2: Property Details

Property address

Rent \$

a week

a fortnight

a month

Bond \$

Tenancy term

Insert "fixed term agreement" or "periodic agreement".

Starting on

/ /

Ending on

/ /

## Part 2 Applicant Details

### Item 3: Contact Details

Full name

Date of Birth

Have you been known by any other name(s)?  Yes  No

If Yes, what other name(s) have you been known by?

Work phone

Mobile

Home phone

Email:

Driver's licence/Passport number

State

Number of vehicles

Registration number(s)

### Item 4: Dependants

Do you have any dependants?  Yes  No

Dependant full name(s)

Relationship to Applicant

Dependant Date of Birth

### Item 5: Smoking

Are you or any of the dependants living with you a smoker?  Yes  No

### Item 6: Pets

Do you intend to keep pets at the property?  Yes  No

Number of pets

Type of pet/s

Are your pets registered with a council?  Yes  No

If Yes, please state which council:

**Item 7: Applicants Address History**

**Current residential address**

[ ]

Period of occupancy

[ ]

Type of occupancy:

Rent  Owner  Other >

[ ]

Current Agent/Lessor (if renting)

[ ]

Agent/Lessor phone

[ ]

Current rent

\$ [ ]  a week  a fortnight  a month

Reason for leaving:

[ ]

**Previous residential address**

[ ]

Period of occupancy

[ ]

Type of occupancy:

Rent  Owner  Other >

[ ]

Previous Agent/Lessor

[ ]

Agent/Lessor phone

[ ]

Current rent

\$ [ ]  a week  a fortnight  a month

Reason for leaving:

[ ]

**Item 8: Employment Details**

Are you employed?  Yes  No (if no, please provide details of previous employer, if any)

Employment status:  Full Time  Part Time  Casual  Contract  Self employed

Occupation

[ ]

Net income (per week)

\$ [ ]

Date commenced employment (approx)

[ ]

Date terminated employment (if any)

[ ]

Employer/Business Name

[ ]

Address

[ ]

Phone

[ ]

If self employed, Accountant's Name

[ ]

Phone

[ ]

**Item 9: Centrelink Payments**

Are you receiving any regular Centrelink payments?  Yes  No

Description of payment(s)

[ ]

Total income (per week)

\$ [ ]

Date payments commenced

[ ]

**Item 10: Student Details**

Are you studying full time?  Yes  No

Name of education institution you are currently attending

[ ]

Student Identification Number

[ ]

Are you an overseas student?  Yes  No

If yes, Visa expiry date:

[ ]

**Item 11: Personal References**

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

<b>Referee 1</b>	Relationship
<input type="text"/>	<input type="text"/>
Address	Phone/Mobile
<input type="text"/>	<input type="text"/>
<b>Referee 2</b>	Relationship
<input type="text"/>	<input type="text"/>
Address	Phone/Mobile
<input type="text"/>	<input type="text"/>

**Item 12: Personal Representative**

i.e. preferred person(s) to be contacted in the event of an emergency.

<b>Representative 1</b>	Relationship
<input type="text"/>	<input type="text"/>
Address	Phone
<input type="text"/>	<input type="text"/>
<b>Representative 2</b>	Relationship
<input type="text"/>	<input type="text"/>
Address	Phone
<input type="text"/>	<input type="text"/>

**Part 3 Supporting Documents**

**Item 13: Identification**

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

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

**70 Points**

- Passport                       Full birth certificate                       Citizenship certificate

**40 Points**

- Australian driver's licence                       Student Photo ID                       Department of Veterans Affairs card  
 Centrelink Card                       Proof of age card                       State/Federal Government Photo ID

**25 Points**

- Medicare card                       Council rates notice                       Motor vehicle registration  
 Telephone bill                       Electricity bill                       Gas bill  
 Tenancy History Ledger                       Bank statement                       Credit card statement  
 Last FOUR rent receipts                       Rent bond receipt                       Previous tenancy agreement

**Item 14: Proof of Income**

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.  
**Self employed:** Bank Statements, Group Certificate, Tax Return or Accountant's letter.  
**Not employed:** Centrelink Statement.

## Part 4 Declaration

Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor  True  False
2. have no known reasons that would affect my ability to pay rent  True  False
3. was refunded the rental bond for my last address in full (if applicable)  True  False  
If false, please advise what deductions were made from your bond?
4. have no outstanding debt to another agent/lessor?  True  False  
If false, why are you in debt to your past agent/lessor?

## Part 5 Acknowledgement

Please acknowledge the following by selecting either Yes or No

I, the Applicant,

1. acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.  Yes  No
2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.  Yes  No
  - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.  Yes  No
  - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.  Yes  No
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.  Yes  No
4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.  Yes  No
5. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application.  Yes  No
6. acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.  Yes  No
7. acknowledge that I have been made aware of the agency's Privacy Policy.  Yes  No
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application.  Yes  No
9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*;  Yes  No
10. declare that the above information is true & correct and that I have supplied it of my own free will.  Yes  No

Name of Applicant

Signature

Date