



RENTAL APPLICATION CHECKLIST

Completing an application form to rent a property can be daunting, time consuming and confusing to say the least, however, we do hope this checklist may answer your questions and make the task of applying to rent a property a little easier.

Before submitting your application to rent a property from our office, please take the time to read and understand our requirements and procedure for processing applications.

+ Ensure all Fields are Completed

All fields of the application must be completed. If the field does not apply to you, please write not applicable in the space provided. Please ensure all phone numbers and fax numbers are provided for reference checking. Should your application not have all fields completed it will be returned to you for completion.

+ Required Checkpoints.

In order for your application to be processed and/or approved, each individual applicant will be required to achieve a minimum of 100 checkpoints of identification. Without these minimum checkpoints, we regret we are unable to process your application. The checkpoints are made up as follows :

<i>Last two rent receipts (must show paid to date)</i>	<i>30 points</i>
<i>Drivers Licence with current address</i>	<i>40 points (Original must be sighted)</i>
<i>Drivers Licence without current address</i>	<i>20 points</i>
<i>Last rates notice for current property</i>	<i>30 points</i>
<i>Last two payslips</i>	<i>30 points</i>
<i>Current Bank Statement</i>	<i>30 points</i>
<i>Last paid telephone, electricity or gas account</i>	<i>20 points</i>

+ Photocopying Documents

Our office will be happy to photocopy your documentation, but our charge is 30 cents per page. Please also ensure all your documents are legible, including your drivers license. We must be able to clearly view the photograph for identification purposes.

+ Inspection of Property

Prior to handing in your application form, you must have physically inspected the interior of the property, should you have not inspected the interior of the property, your application will not be processed. However, you may have an authorised representative inspect the property for you.

+ Application Processing Time

Processing an application can be a time consuming process, we often find ourselves chasing up your referees more than once to receive references etc, therefore, please allow a minimum of three business days for our office to process your application. It is our policy to contact you within 24 hours and advise you of the status of your application, therefore, there is no need for you to call us to check how things are progressing.

+ Office Hours

Our office hours for accepting completed applications are 8.30am to 5.00 pm Monday to Friday and 8.30 am to 1.00pm on Saturday.



APPLICATION FOR RESIDENTIAL TENANCY

All Applicant musts use a separate application form and ensure all fields are completed

Property.....

Full Name of Applicant (1).....

D.O.B:..... D/Lic No..... Email.....

Home PhNo..... Work No..... Mobile No.....

Australian Citizen Yes/No (If no, please provide details of residency status)

Smoker Yes/No Inside/Outside. Number of Cars, boats, trailers etc to be housed at the property.....

Other Occupants – (including children and or dependants) – Full Names and Dates of Birth Please
(These are other occupants who will be residing at the property, but not signatory to the tenancy agreement).

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Pets: (Includes birds, fish, reptiles, guinea pigs etc) No/Yes – If yes, please complete the attached pet application form.

1. Current Address..... **Owned/Rented/Board**

Period of Occupancy..... Reason for Leaving..... Rent Paid \$.....

Name of Agent or Owner..... Ph..... Fax.....

Were you named on the Tenancy Agreement as a Tenant? Yes/No

Is the owner a Personal friend or relative No / Yes If yes, what relationship?

2. Previous Address..... **Owned/Rented/Board**

Period of Occupancy..... Reason for Leaving..... Rent Paid \$.....

Name of Agent or Owner..... Ph..... Fax.....

Were you named on the Tenancy Agreement as a Tenant? Yes/No

Is the owner a Personal friend or relative No / Yes If yes, what relationship?

3. Previous Address..... **Owned/Rented/Board**

Period of Occupancy..... Reason for Leaving..... Rent Paid \$.....

Name of Agent or Owner..... Ph..... Fax.....

Were you named on the Tenancy Agreement as a Tenant? Yes/No

Is the owner a Personal friend or relative No / Yes If yes, what relationship?

Occupation of Applicant

Full Time/Part Time/Casual Weekly Net Income \$.....

Employer..... Period of Employment.....

Employers Address..... Phone No.....

Personal Reference Name..... How Known.....

Phone Hm..... Wk..... Mobile.....

Next of Kin (cannot reside at property) Name..... How Related.....

Address.....

Phone Hm..... Wk..... Mobile.....

APPLICATION FOR RESIDENTIAL TENANCY

All Applicants must use a separate application form and ensure all fields are completed

Property.....

Full Name of Applicant (2).....

D.O.B:..... D/LicNo..... Email.....

HomePhNo..... Work No..... Mobile No.....

Relationship to Applicant (1)

Australian Citizen Yes/No (If no, please provide details of residency status)

Smoker Yes/No Inside/Outside

1. Current Address..... **Owned/Rented/Board**

Period of Occupancy..... Reason for Leaving..... Rent Paid \$.....

Name of Agent or Owner..... Ph..... Fax.....

Were you named on the Tenancy Agreement as a Tenant? Yes/No

Is the owner a Personal friend or relative No / Yes If yes, what relationship?

2. Previous Address..... **Owned/Rented/Board**

Period of Occupancy..... Reason for Leaving..... Rent Paid \$.....

Name of Agent or Owner..... Ph..... Fax.....

Were you named on the Tenancy Agreement as a Tenant? Yes/No

Is the owner a Personal friend or relative No / Yes If yes, what relationship?

3. Previous Address..... **Owned/Rented/Board**

Period of Occupancy..... Reason for Leaving..... Rent Paid \$.....

Name of Agent or Owner..... Ph..... Fax.....

Were you named on the Tenancy Agreement as a Tenant? Yes/No

Is the owner a Personal friend or relative No / Yes If yes, what relationship?

Occupation of Applicant.....

Full Time/Part Time/Casual Weekly Net Income \$.....

Employer..... Period of Employment.....

Employers Address..... Phone No.....

Personal Reference Name..... How Known.....

Phone Hm..... Wk..... Mobile.....

Next of Kin (cannot reside at property and cannot be the same person as Applicant 1)

Name..... How Related.....

Address.....

Phone Hm..... Wk..... Mobile.....



PET APPLICATION

Property :

Tenant (s) :

PET DETAILS

Type of Pet

Description (colour, size etc).....

Breed (If Applicable) **Inside/Outside (please circle)**

Age **Desexed Yes / No (please circle)** **Registered Yes / No (please circle)**

TERMS

The Tenant acknowledges, in accordance with Clause 24 of the Standard Terms, where the Tenant is permitted in accordance with Items 17.1 & 17.2 of the Tenancy Agreement to keep a pet on the premises, the Tenant agrees and confirms such pet will only be allowed at the property under the following terms and conditions and only after approval has been given from the owner of the property following the return of this form.
Should agreement or otherwise be given by the owner, the Tenant will be notified in writing by the agent.

1. Unless agreed to with the owner of the property and Tenant has this agreement in writing, the pet (s) are not allowed to enter the inside of the dwelling at any time.
2. Only the pet (s) stipulated above are to be kept at the property. Any change to pet (s) must have written approval following the completion of another Pet Application form.
3. Should the property suffer any damage from the approved pet (s), this damage must be rectified immediately upon the Tenant becoming aware of such damage.
4. Any pet waste must be immediately removed from the property.
5. Should the property require further fencing in order to restrain the pet (s), the cost of this fencing shall be the responsibility of the Tenant.
6. The Tenant is to ensure the pet (s) does not restrict or interfere with the quiet enjoyment of the neighbours of the property, in accordance with standard term 21 (2) (c).
7. The Tenant is not to allow the pet (s) to roam unrestrained in public places other than Council approved areas.
8. The Tenant agrees, all pest control for any type of vermin is now their responsibility for the duration of the Tenancy. Furthermore, at the end of the Tenancy, a copy of fumigation for fleas from a Licensed Pest Controller must be handed in with keys.
9. The Tenants accept full responsibility for the pet (s) and will be solely responsible for any loss, damage or injuries suffered by another person or persons property from the Tenants pet (s) and furthermore, should any action, claim, suit or demand be brought against the Owner or Agent as a result of the Tenants pet (s) causing harm or damage to another person or persons property, the Tenants will indemnify and hold harmless both the Owner and their Agent.

Tenants Name (s)..... Signature Date.....

Tenants Name (s)..... Signature Date.....

Tenants Name (s)..... Signature Date.....

APPLICATION INFORMATION STATEMENT

Privacy Statement

First National Rochedale is required to collect personal information about you in order to process your application. During the processing of your application and following the approving of this application, our office may be required to disclose your personal information to one or more of the following : Referee's you have nominated, Tenancy Information Centre of Australia (TICA), The Landlord, Landlords lawyers, mortgagee or insurer, organisations or tradespeople required to carry out maintenance on the property, Rental Bond Authority, Residential Tenancy Tribunals and Courts and Mercantile Agents.

Should you feel at any time the personal information our office holds of you is inaccurate, incomplete or out of date, you have the option to correct this information if you feel it is necessary.

You may view our Office Privacy Statement in full by emailing our office at : rentals@fnrochedale.com.au

Anti Discrimination

This office has in place an anti discrimination procedure. This procedure is available for viewing by an applicant, please ask a staff member for a copy of this procedure should you require.

Successful Application

Should your application be acceptable to the owner of the property, the minimum amount of four weeks rent (which will be receipted as full bond) must be paid in cash or bank cheque within 24 hours of being notified of acceptance. The property will remain available for letting until this amount is paid.

Prior to paying your bond, you will be given the completed Tenancy Agreement including all supporting documents and Special Terms to the agreement. You will have an opportunity to view and understand this documentation prior to being committed to the property by paying the bond.

Your first two weeks rent are payable upon receiving keys to the property, please note, no keys will be handed over without payment of the first two weeks rent.

All parties to the Tenancy Agreement must have fully signed the agreement and all attachments prior to the keys being handed over.

Furthermore, should the applicant decide not to proceed with the Tenancy after payment of bond, the agreement shall be deemed to be broken by the Tenant and as such standard break lease penalties shall apply.

Water

The cost of water at the property you are renting will either be at no cost at all to the Tenant, an excess charge to the Tenant of a stipulated amount per quarter, or full water consumption charged to the Tenant, please check the listing of the property you are applying for in regard to information on water charging.

Bond Requirement

This office does not accept bond transfers under any circumstance, however, we do accept a QHC bond loan. The full bond as stipulated on our rental list is required to be paid in cash or a bank cheque prior to the property being removed from our rental list and held for you.

Your bond will be forwarded to the Residential Tenancies Authority within ten days of receipt of your payment. You will also receive a receipt from the Residential Tenancies Authority at your new address within 30 days of your Tenancy.

During your Tenancy you may receive a rent increase. Should this be the case, in accordance with the RTRA Act, you will also be required to pay an increase to your bond.

Your bond will always remain the equivalent of four weeks the rent amount.

Rent Payments

This office does not accept rent payments by cash.

Our approved methods of paying rent include :

- Ezy Rent Pay B Pay or Credit Card Payment.
- Electronic Internet Payments
- Periodic Payment (You will be required to set this up with your bank)
- Bank, Personal or Company cheque.
- Money Order

Please note, there may be costs to the Tenant associated with the above rent payment methods.

Rent Arrears

This office has zero tolerance with regard to rent arrears.

Should your rent fall 3 days into arrears, you will receive an SMS text message advising you of the arrears. Should your rent remain in arrears for 7 days, in accordance with the RTRA Act, a notice to remedy breach will be immediately issued to you.

Any Tenant who receives three or more remedy breach notices will be required to show cause why their Tenancy should not be terminated.

Please also be aware, any late rent payments showing on your ledger could restrict further successful Tenancy renewals and successful applications for future Tenancies.

Body Corporate By Laws

Should you be considering renting a unit or townhouse, there will be Body Corporate By Laws annexed to your Tenancy Agreement. These By Laws set out the rules and regulations governing the complex, such as noise, rubbish, car parking etc. It is your responsibility to ensure these By Laws are abided by, both by the occupants of your property and your invited guests. Failure to abide by Body Corporate By Laws could cause your Tenancy to be terminated.

Pets

Should you have any type of pet at all, be it a dog, cat, fish, hamster or snake, you must declare this on your application form and complete the attached Pet Application Form..

It is your responsibility to contain any pet you have within your yard/property, this includes maintaining fences etc. yourself. You are also responsible to ensure your animal does not give cause for complaint to your neighbours.

Unless specific approval has been given in writing, no pets are to be allowed inside the property at any time.

Tenants Care Of Property

It is the Tenants responsibility to maintain the property in the same condition as at the beginning of the Tenancy at all times.

It is our expectation that the grounds will remain mowed, weed free, neat and tidy and watered throughout the Tenancy.

Cars, boats, caravans, trailers, engine parts etc are not permitted to be parked on lawns and all rubbish is to be immediately removed from the property. Oil stains must be immediately removed from driveways and unregistered vehicles are not to be kept at the property without prior approval.

The interior of the property is also to be kept in a neat, clean and tidy condition at all times. Any marks or damage to walls, floors, ceilings etc is to be immediately rectified or reported to your Property Manager for advice.

The Tenant is not to put any additional hooks, nails, tacks etc into walls, ceilings etc, other than what is already stipulated on the entry condition report. Should the Tenant do this without approval, they may be responsible to have that wall professionally patched and re-painted on vacating the property.

Should any further hooks be required, please ask for approval in writing.

Any stains to the carpet must be immediately removed. Should removal not be possible we ask that you contact our Carpet Cleaner for further instructions, as often a stain can be made worse by the use of incorrect chemicals. We further ask that pot plants not be placed on carpeted areas.

Utility Connections

Moving can be very time consuming and stressful for all concerned, however, we are able to assist you in connecting your utilities such as electricity, gas, phone, internet and pay television. This free no obligation service can be arranged for you without the need for you to be waiting in lengthy telephone queues and making endless telephone calls. All it takes is a simple completion of an application form at the time of paying your deposit and this time consuming job is done for you completely free of charge.

Unaccepted Applications

Should your application not be acceptable to the owner, our office is not required to give any reason for the denial of the application and the applicant will agree no objection will be made to the Agent for not receiving this information.

Your application form and all attachments will remain in our office for 30 days, then will be shredded to ensure your privacy.

We hope to have provided you with all the information you will require to be informed and knowledgeable regarding all aspects of your impending Tenancy, however, if for any reason you are unsure or require any further information, please don't hesitate to ask one of our Property Managers.

Please turn over to last page for declaration and signing.

1. I, the applicant, declare that the information given is true and correct and that I have supplied this information of my own free will.
2. I authorise First National Real Estate Rochedale to disclose all of the information contained on this application to the owner of the property.
3. I authorise First National Real Estate Rochedale to access any information that may relate to me/us as well as any approved occupants over 18 years of age from the Tenancy Information Centre of Australasia (TICA database).
4. I authorise First National Rochedale to contact and collect information about me from the referee's, agents, owners, employers, next of kin etc that I have supplied on this form.
5. I authorise and understand my personal information such as drivers licence, previous rent receipts, proof of address, employment details etc shall be kept on file. Furthermore, my personal information shall remain the property of First National Real Estate Rochedale.
6. I declare that I am not bankrupt.
7. I declare that I am an Australian citizen or have Australian Residency Status.
8. I agree to First National Rochedale contacting me by electronic transfer communication.
9. I declare that I have inspected the interior and exterior of the premises & shall accept the premises as I have inspected.
10. I declare that the stipulated rent is within my means and the rent will remain in advance throughout the Tenancy.
11. I declare that I will not be using the property for carrying out a business.
12. I declare that all the applicants named in this application form will permanently reside at the property.
13. I understand that should this application be acceptable to the Owner, I shall pay the amount of 4 weeks rent, which I understand will be receipted as full bond for the property. Furthermore, this amount shall be paid in cash within 24 hours of being notified of acceptance. Furthermore I understand that should I decide not to proceed with this application after paying the said amount of four weeks rent, I acknowledge, this amount will not be immediately refunded and the owner of the property reserves the right to charge me rent until such time as a new applicant has been approved . I also understand the property shall continue to be available for letting until such amount of four weeks rent as bond is paid.
14. I acknowledge having received, understood and accepted the First National Real Estate Rochedale Application Information Statement and Application Checklist.

I understand all of the above terms and conditions and in doing so, I apply to rent the aforementioned property for a period of months, from the...../...../15 at the weekly rent of \$..... and bond payment of \$.....

I/we will be paying cash for the bond

I/we will be applying for a bond loan from the Department of Housing

Please advise how you found out about this property

APPLICANT(1) SIGNATURE..... DATE.....

APPLICANT(2) SIGNATURE..... DATE.....

AGENT SIGNATURE..... Time Received.....

Further Information:.....

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