



Dick Sullivan

REAL ESTATE

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NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

**BEFORE ANY APPLICATION WILL BE CONSIDERED
EACH APPLICANT MUST ACHIEVE A MINIMUM OF
100 POINTS OF IDENTIFICATION**

**SHOULD YOU HAVE ANY DIFFICULTIES IN PROVIDING
IDENTIFICATION OR COMPLETING THIS APPLICATION
PLEASE SPEAK TO THE PROPERTY MANAGER
PRIOR TO COMPLETING THIS APPLICATION**

**ON APPROVAL OF YOUR APPLICATION YOU WILL BE REQUIRED TO
PAY THE FIRST WEEKS RENT WITHIN 24 HOURS OF ACCEPTANCE**

PLEASE NOTE:

**NO APPLICATION WILL BE ACCEPTED UNTIL
ALL DETAILS HAVE BEEN COMPLETED IN FULL**



Accredited Agency

Application for Residential Tenancy

PRIVACY ACT 1988

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify that information, and to process and evaluate the tenancy application. As part of the verification and evaluation process, the Agent, without limitation, may:

- Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant in order to gain information about the Applicant.

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(insert any additional purposes)

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and trades people maintaining and repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under that agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

The Applicant can gain access to any personal information which the Agent holds about the Applicant, by contacting the Agent specified on the front of the tenancy application. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Applicant a reasonable fee to provide the requested access.

The Agent will take all reasonable steps to correct any personal information held by the Agent about the Applicant which the Applicant shows to be inaccurate, incomplete or out-of-date.

If the information described in the tenancy application is not provided, the Agent may refuse to accept and process the application.



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Tenant's acknowledgement

in accordance with section 58 of the Residential Tenancies and Rooming Accommodation Act 2008

The tenant acknowledges that they have been given the Form 18a (general tenancy agreement) including all standard terms and any special terms, prior to entering into the general tenancy agreement.

The tenant has been given the Form 18a in accordance with section 58 of the Residential Tenancies and Rooming Accommodation Act 2008 by either method A or B below (tick only one which applies)

The tenants/s were given the Form 18a prior to being verbally accepted for the tenancy (for example at the application stage);

OR

The tenant/s were given the Form 18a prior to monies being paid for the property

Signatures

(If more than 4 tenants, attach another copy of this form)

Tenant Name:

Tenant Name:

Signature:

Signature:

Date:

Date:

Tenant Name:

Tenant Name:

Signature:

Signature:

Date:

Date:

Agency Name: DICK SULLIVAN REAL ESTATE

Name of property manager:

JENNY KERWIN

Signature:

Date:

Application for Residential Tenancy

(One application to be completed per person)

REIQ

The Real Estate Institute
of Queensland
Accredited Agency

Part 1 Rental Property Details

Item 1: Agent Details

Agency name:

DICK SULLIVAN REAL ESTATE

Address:

20 LAWRIE STREET

GRACEMERE QLD 4702

Phone:

07 4933 1499

Mobile:

Fax:

07 4933 1652

Email: dicksullivan@ozemail.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.

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

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