

Residential Tenancy Application Form

Please note: This application will not be processed, Unless it is filled out completely with copies of all supporting documents attached.

Please read prior to completing your application.

1. You will need to make your own enquires as to the availability of NBN or any other service you require.
2. If you are approved, you will be required to pay a bond equivalent to 4 weeks rent, and the first 2 weeks rent prior to moving in. Only bank cheque or money order made payable to Gracemere Property Solutions will be accepted as the initial payment.
3. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.
4. All information contained in the marketing material is considered correct at the time of advertising. Whilst every care is taken in the preparation of the marketing, Gracemere Property Solutions will not be held liable for any error in typing or information. If you have any questions or concerns, please contact us prior to applying.

Applicants Checklist

Before I submit this application, I/we have:

- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details for references and employment
- Provided all documentation of income and identification
- Read and signed the Privacy Disclosure Statement

By submitting your signed application, you have given your consent for our office to provide your information to and access information from the tenant database – TICA (Tenancy Information Centre Australia)

Supporting Documentation

When submitting your application for one of our rental properties, you must include at least one item from each section per applicant. Failure to provide these documents may result in our office refusing to accept your application. Gracemere Property Solutions Pty Ltd also reserves the right to refuse incomplete application forms.

Section One	50
<input type="checkbox"/> Current Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Passport	

Section Two	30 Points
<input type="checkbox"/> Bank statement <input type="checkbox"/> Utilities/phone account <input type="checkbox"/> Birth Certificate	

Section Three	30 Points
<input type="checkbox"/> Current council rates <input type="checkbox"/> Motor vehicle registration <input type="checkbox"/> Medicare card	

You are also required to supply the agent with proof of your income.

- Employed:** Last TWO Pay slips Self Employed: Bank Statements, Group Certificates or Accountants Letter.
Not Employed: Centrelink Statement is required.
Renting: If you are currently renting a property the last four rent receipts are required for photocopying.

Approval of Tenancy:

This application cannot be processed until it is complete with copies of supporting documents attached. Our agency staff will contact you within 24-48 BUSINESS hours. If the application is approved, the General Tenancy Agreement will need to be signed by all the lease holders and a holding deposit of one weeks rent will need to be paid in cash to the office within 24 hours of acceptance.

OFFICE USE ONLY			
Form fully completed and signed by all Applications		Rental references emailed to Agent/ Lessor	
100 Points of Identification sighted and photocopied		Proof of income Supplied	
Received By:	Date:	Time:	

Address of Property you are applying for - One Application to be completed per person.
All persons over the age of 18 Eighteen must complete a separate application.
Please list the properties that you are applying for

Have you inspected the Property: Yes/ No Pending Inspection? _____

Preference 1: _____

Preference 2: _____

Tenancy Requirements

Length of Tenancy: 6 / 12 Months' Rent: \$ _____ per week Lease start date: _____

Number of persons that what be residing at the property: _____ Vehicles: _____

Number of Pets: _____ Dog/s: _____ Cats: _____ Other Pets: _____

Applicant Details

Please complete all details

First Name: _____ Middle Name: _____ Surname: _____

Mobile: _____ Home: _____ Work: _____

Email: _____ Best contact Number: _____

Date of Birth: _____ Place of Birth: _____

Drivers Licence No _____ State Issued: _____ Passport No: _____

Number of vehicles: _____ Car Rego: _____ Any trailers/caravan or boats: Yes / No _____

Emergency Contact Person

Please provide an emergency contact that will not be living with you (eg: Next of Kin)

Name: _____ Relationship: _____ Contact number: _____

Address: _____

Current Address Details

Please complete all details

Property Address: _____

Current rent/ Mortgage: \$ _____ week / fortnight / month How long have you lived there: ____ Years ____ Months

Do you own the property: Yes / No Do you rent the property: Yes / No Bond paid on property? \$ _____

Reason For leaving: _____

Was your Bond refunded in full: Yes / No If No, please specify reason: _____

Agent/ Landlord: _____ Best Contact Number: _____

Email: _____

Previous Address Details

Please complete all details

Property Address: _____

Current rent/ Mortgage: \$ _____ week / fortnight / month How long have you lived there: ____ Years ____ Months

Do you own this property: Yes / No Do you rent this property: Yes / No Bond paid on property? \$ _____

Reason For leaving: _____

Was your Bond refunded in full: Yes / No If No, please specify reason: _____

Agent/ Landlord: _____ Best Contact Number: _____

Email: _____

Current Employment/ Self Employment

If less than 6 months in current job, please also provide previous employment details.

Company Name : _____

Company Address: _____

Business Number: _____ Business Type/ ABN (if applicable): _____

Your Trade: _____ Length of employment: ____ Years ____ Months

Nett Income: (after tax) \$ _____ weekly / fortnightly / monthly

Payroll / Accountant Name: _____ Contact Number: _____

Student Details

Please complete details

Are you a fulltime student: Yes / No TAFE / University: _____ Student Id: _____

Contact Name: _____ Contact Number: _____

Do you receive income from your parents or relative: Yes / No Amount you receive? \$ _____

Name of parents: _____ Contact Number: _____

Centrelink Benefits / Additional Source of Income

Type of payment: _____ Amount: \$ _____ per wk/ fn / mth

Dependants

Please supply Full Names, Date of Birth & ages of all children (if any)

Name: _____ Date of Birth: _____ Age: _____

Name: _____ Date of Birth: _____ Age: _____

Name: _____ Date of Birth: _____ Age: _____

Name: _____ Date of Birth: _____ Age: _____

Investment Property

Do you own an investment property in Australia? Yes / No

Address details: _____

Other Relatives not living with you

Name: _____ Contact Number: _____ Relationship to you: _____

Postal Address : _____

Parents / Guardians

Name: _____

Contact Number: _____ Relationship to you: _____

Postal Address : _____

Personal Refences or Work / Business Refences – 3 References must be completed

Each applicant must have different references

(DO NOT INCLUDE ALL RELATIVES AND ENSURE THAT ALL PHONE NUMBERS ARE DAYTIME CONTACT NUMBERS)

Name: _____ Contact Number: _____ Relationship: _____

Name: _____ Contact Number: _____ Relationship: _____

Name: _____ Contact Number: _____ Relationship: _____

- 1. I DELCARE THAT THE INFORMATION PROVIDED IS TRUE & CORRECT.
- 2. I CONSENT TO THIS APPLICATION BEING VERIFIED AND TO THE ACCESS OF THE TENANCY INFORMATION CENTRE OF AUSTRALIA AND NATIONAL TENANCY DATABASE RECORDS FOR INFORMATION ABOUT MY TENANCY HISTORY IF APPLICABLE.
- 3. I APPLY FOR APPROVAL TO RENT THE PREMISES REFERRED TO IN THIS FORM AND ACKNOWLEDGE THAT MY APPLICATION WILL BE REFERRED TO THE LESSOR OF THE PROPERTY FOR HIS/HER CONSIDERATION.
- 4. I DECLARE THAT I AM NOT BANKRUPT OR AN UNDISCHARGED BANKRUPT.

Applicants Name:	Signature:	Date:
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DISCLAIMER AUTHORITY CONFIRMATION

I the said applicant do solemnly and sincerely declare that the information contained in this application is true and that all the information is given of my own free will. I further authorise the letting agent to contact and or conduct any enquiries and or searches with regards to the information and references supplied in this application.

I the said applicant do solemnly and sincerely declare that I am over 16 years of age and are eligible to enter into this agreement.

I the said applicant do solemnly declare; I have inspected the property located at:

I have of my own accord decided that I wish to rent the property commencing on ____/____/____
for a period of _____ months.

I have been informed, understand and agree that the rental for the aforesaid property is to be \$_____ per week and that this rental is within my means to support.

I have been informed, understand and agree that the rental for the aforesaid property is to be paid on the said day nominated on the General Tenancy Agreement and is always to be one week in ahead.

I have been informed, understand and agree that the bond for the aforesaid property will be \$_____ and I further agree and undertake to pay the said Bond upon signing the General Tenancy Agreement. I further authorize Gracemere Property Solutions Pty Ltd to attend to all details regarding lodgement of the said rental bond with the appropriate authorities.

I have been informed, understand and agree that should the full bond and two weeks rent for the aforesaid property not be paid by the commencement date of the Tenancy Agreement, I will not be permitted to access the property.

I have been informed, understand and agree that I will still be liable to pay rent from the commencement date of the Tenancy Agreement despite not being permitted to enter the premises until the aforesaid monies are paid in full to Gracemere Property Solutions.

I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on this application for tenancy submitted by me.

I have been informed, understand and agree that should there be a requirement to commence proceedings of recovery of rent, repairs or damages 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.

I have been informed, understand and agree that should this application not be accepted, Gracemere Property Solutions Pty Ltd is not required to disclose why or supply any reason for the rejection of this application.

I have been informed, understand and agree that any false information I provide could jeopardise this application and any subsequent Tenancy Agreement I enter on approval of Gracemere Property Solutions.

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 18n (1)(b) of the Privacy Act I authorise Gracemere Property Solutions Pty Ltd to give information to and obtain information from the tenant database named on the front of the Application form, all credit providers, employers and references named in this application.

I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Applicants Name:

Signature:

Date:

Payment of Rent Methods

I hereby agree that all rent monies will be paid to Gracemere Property Solutions by Internet Bank Transfer, EFT and no cash transactions will be accepted by the Gracemere Property Solutions Pty Ltd office for payments of rent.

(Please be aware that charges may apply depending on your bank and the payment method of your choice.)

Bond and Rent

I _____ accept that the bond (4 weeks) and the first 2 weeks rent must be paid in cash at the Gracemere Property Solutions Pty Ltd office, before receiving the keys to any rented premises and or entering the property.

Communication Methods

I _____ hereby give consent to receive any documentation and communication relevant to the tenancy by electronic communication methods such as email or facsimile. It is also agreed that the method of receiving advice or notification by SMS is accepted.

Standard Terms and Conditions

I _____ have read all of Gracemere Property Solutions Pty Ltd, Standard Terms and Conditions, I have understood the Standard Terms and Conditions that apply to the residential rental property that I have applied for and accepted.

Applicants Name:

Signature:

Date:

PET APPLICATION AGREEMENT

RESIDENTIAL ADDRESS: _____

Use this form for properties where the lessor has indicated that pet/s may be accepted. If unsure, please contact our agency prior to completing this application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form

ITEM	PET 1	PET 2
Type of pet/s	_____	_____
Breed Name	_____	_____
Age:	_____	_____
De sexed	YES / NO	YES / NO
Council Reg #	_____	_____
Description	_____	_____
Photo Provided	YES (Copy to file) / NO	YES (Copy to file) / NO

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

- The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
- Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
- The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests' pets and regardless of their approval status.
- The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guest's pet/s, and regardless of their approval status.
- The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian
- The pet/s are always to be outside, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
- If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
- By signing below, you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
- If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicants Name:	Signature:	Date:
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PET APPLICATION INSTRUCTIONS

Application for Pet/s: **DECLINED** **APPROVED**

The above-mentioned pet/s is/ are approved by the Lessor of the Property stated in this Agreement.

This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s.

The Tenant acknowledges that they are now bound by the Agreement set out in the Application form above as well as the General Tenancy Agreement.

APPROVAL OF PET'S AT RENTAL PROPERTY BY OWNER

TENANT AGREEMENT

To be signed only if pet/s are approved by the Owner

Tenant 1

Applicant's Name:

Signature: _____ Date: _____

Tenant 2

Applicant's Name:

Signature: _____ Date: _____

AUTHORISATION ON BEHALF OF LESSOR

Agent's Name: _____

Signature: _____ Date: _____

PRIVACY STATEMENT

We are an independently owned and operated business Gracemere Property Solutions located at Shop 2/2 Middle Road Gracemere. Our company private policy can be found on our website at www.gracemereps.com.au If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate. Our procedure for investigation and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect information in this form to access your application for a residential tenancy. You also consent to us using your information for the purpose of direct marketing, business research and customer satisfaction enquires. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. You consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful, we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owner of any other properties at your request. You have the right to access personal information that we hold about you by contracting our privacy officer or the contract details on our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy will not be considered by the owner of the relevant property and therefore would be rejected.

CONSENT

I the applicant acknowledge that having read the Privacy Statement. I authorise to collect information about me from:

1. My Previous letting agents and or landlords
2. My personal references
3. Any tenancy default database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy database to which it subscribes including (TICA) Tenancy Information Centre of Australia (NTD) National Tenancy Database and or (TRA) Trading Reference Australia.

I authorize Gracemere Property Solutions to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any other parties- valuers, contractors, sales people, insurance company, Bodie corporate, other agents and Tenancy default database. As your information may be emailed o stored in the cloud, we cannot secure that overseas recipients to whom your information is disclosed will not breach the Australia Privacy Principals in relation to your information. Acknowledge that this is so, you consent to your information being emailed and stored in the cloud.

Applicants Name:

Signature:

Date:

HOLDING DEPOSIT

(To be completed for Queensland Properties Only)

QLD ONLY- Complete this section if you wish to reserve the property for a period.

In accordance of Section 161 (5) (a) of the Residential Tenancy and Rooming Accommodation Act 2008 Qld, if a tenancy is entered into by the applicant, the Holding Deposit will be applied in full to the Rental Bond.

The Holding Deposit is equivalent to One Weeks Rent and holds the premises in favour of the applicant for a period of (7) Seven days, stating from the date the Holding Deposit is paid to the agent. The applicant must exercise the option to enter into a tenancy agreement by no later then 48 Hour option period.

The applicate agrees to pay a Holding Deposit of \$_____. The applicant agrees that, should they withdraw their application during the 48 Hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

I, the Applicant have read and agree to and understood all the above Terms and Conditions that are relevant to me.

Applicants Name:

Signature:

Date: