

**ADDITIONAL TERMS & INFORMATION FORMING PART OF THE TENANCY APPLICATION****PROPERTY:**

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**HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION?**

Provided all details requested including contact information for: Employers, referees, previous landlords or agents, are provided as requested and we are able to contact them your application should be finalised within 2 business days.

We will then contact you to advise that your application is acceptable and arrange for you to receive a copy of the lease agreement together with any special conditions included. We will also make an appointment for signing of the lease and deposit payment.

You will be given a maximum of 24 hours to read and confirm your agreement with the lease conditions, call at our office and pay a weeks rent deposit and sign the Lease Agreement.

Please be aware we use the TICA (Tenancy Information Checking Australasia) to verify your rental history. They can be contacted on **(02) 9743 1800** (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

All parties to the Lease must attend the sign-up appointment unless special arrangements are agreed by our office.

It is important that you attend at the time arranged for signing your lease. If you do not attend at the appointed sign up time we will assume you no longer require the property and it will be re-leased and allocated to the next suitable tenant.

**TELEPHONE LANDLINES**

In some properties due to the service provider's lack of available lines, installation is not always available immediately. This is unfortunately out of our control.

**HOW DO I PAY MY RENT?**

Our office no longer accepts cash payments. We provide our tenants with the following methods for rental payments;

**INTERNET & BPAY VIA TELEPHONE BANKING (USING RENTCARD ONLY)**

A Rentcard will be setup with EziDebit for you with your own individual BPay code for both internet & phone banking. A fee of \$1.50 per transaction is charged for this service (Therefore if you pay fortnightly you will be charged \$3 per month). **Rent is not payable via personal direct credit to our trust account and will incur a processing/trace fee of \$3 per transaction.**

**PERSONAL CHEQUE / MONEY ORDER / BANK CHEQUE**

There is no fee for this method of payment other than any fee charged by your Bank

**DISHONOURS** are charged at \$50.00 per dishonour by our office and you may also receive a charge from your own bank for this.

The tenant acknowledges that the primary form of communication shall be via email for notices, lease renewals & maintenance requests. It is YOUR responsibility to advise our office of any change of email address.

I confirm that I have read the above terms forming part of the attached Tenancy Application.

.....  
SIGNED BY TENANT

.....  
SIGNED BY TENANT

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

### ITEM 1: AGENT DETAILS

AGENCY NAME:

Realty At The Bay

ADDRESS: 1/455 Oxley Drive

SUBURB: RUNAWAY BAY

STATE: QLD

POSTCODE: 4216

PHONE:

MOBILE:

FAX:

EMAIL:

07 5551 2100

reception@realtyatthebay.com.au

### ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent: \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly Bond: \$ \_\_\_\_\_

Tenancy Term: \_\_\_\_\_  Fixed term agreement  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: \_\_\_\_\_

INITIALS

**ITEM 7: APPLICANTS ADDRESS HISTORY**

CURRENT RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  Rent  Owner  Other: → \_\_\_\_\_

CURRENT AGENT/LESSOR (If renting): \_\_\_\_\_ AGENT/LESSOR PHONE: \_\_\_\_\_

CURRENT RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

PREVIOUS RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  Rent  Owner  Other: → \_\_\_\_\_

PREVIOUS AGENT/LESSOR: \_\_\_\_\_ AGENT/LESSOR PHONE: \_\_\_\_\_

PREVIOUS RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly 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: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

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: \_\_\_\_\_

INITIALS

**ITEM 11: PERSONAL REFERENCES**

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

REFeree 1:	RELATIONSHIP:
_____	_____
ADDRESS: _____	
_____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	
REFeree 2:	RELATIONSHIP:
_____	_____
ADDRESS: _____	
_____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	

**ITEM 12: PERSONAL REPRESENTATIVE**

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

REPRESENTATIVE 1:	RELATIONSHIP:
_____	_____
ADDRESS: _____	
_____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	
REPRESENTATIVE 2:	RELATIONSHIP:
_____	_____
ADDRESS: _____	
_____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	

**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**

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full birth certificate | <input type="checkbox"/> Citizenship certificate |
|-----------------------------------|---|--|

**40 Points**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Australian Driver's Licence | <input type="checkbox"/> Student Photo ID  | <input type="checkbox"/> Department of Veterans Affairs card |
| <input type="checkbox"/> Centrelink card             | <input type="checkbox"/> Proof of age card | <input type="checkbox"/> State/Federal Government Photo ID   |

**25 Points**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Medicare card           | <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Motor vehicle registration |
| <input type="checkbox"/> Telephone bill          | <input type="checkbox"/> Electricity bill     | <input type="checkbox"/> Gas bill                   |
| <input type="checkbox"/> Tenancy History Ledger  | <input type="checkbox"/> Bank statement       | <input type="checkbox"/> Credit card statement      |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Rent bond receipt    | <input type="checkbox"/> 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.

INITIALS

### 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?

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4. Have no outstanding debt to another Agent/Lessor?  True  False

If false, why are you in debt to your past Agent/Lessor?

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### 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 signed the agency's Privacy Notice and Consent.  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: \_\_\_\_\_



**FREE Utility Connection Service - with a difference!**

**MOVE ME IN**  
**HASSLE FREE CONNECTIONS**  
Electricity Gas Internet Phone Pay TV Insurance

- **Would you like access to genuinely discounted utility offers?**
- **Would you like to choose your providers in your own time?**
- **Would you like to save time and not have to speak with a call centre?**
- **Would you like to connect all your services in around 3 minutes on your mobile or computer?**
- **Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!**

Move Me In will send you a personal invitation to connect via email and text once you have secured your property.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**REAL ESTATE AGENT:** \_\_\_\_\_

**CONNECTION DATE:** \_\_\_\_\_

**Please send details to [support@movemein.com.au](mailto:support@movemein.com.au) (you can email, scan or send a photo of this form)**

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

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