



Tel : 07 5527 2011  
 Fax : 07 5527 2077  
 Email : info@gb-realty.com.au  
 Address : 21 Riverlea Waters Drive  
 Nerang, QLD 4211

## Residential Tenancy Application Form

This application will only be processed when accompanied by signed Privacy Statement & 100 point ID including photo ID

### Property Details

Address: \_\_\_\_\_ Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Lease Commencement Date: \_\_\_\_\_ Rent per week \$ \_\_\_\_\_ Occupants: \_\_\_\_\_ Adults \_\_\_\_\_ Children

### Applicant 1

Full Name: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: / / \_\_\_\_\_ Email: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Car registration Number: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Pension Type: \_\_\_\_\_ No: \_\_\_\_\_

Pets: \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_

Are you a Smoker: \_\_\_\_\_ Yes / No

### Current Address:

Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Period of occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months

Renting: \_\_\_\_\_ YES / NO

Reason for move: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Previous Address:

Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Period of occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months

Rented: \_\_\_\_\_ YES / NO

Reason for move: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Telephone: \_\_\_\_\_

Deductions from your bond ? \_\_\_\_\_

### Applicant's Occupation:

Employer: \_\_\_\_\_

Employer Phone no: \_\_\_\_\_

Period of employment: \_\_\_\_\_

Net weekly wage: \$ \_\_\_\_\_

### If less than 12 months:

Previous employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

### If self employed

Business Name: \_\_\_\_\_

How long trading: \_\_\_\_\_

Accountant's Name: \_\_\_\_\_

Accountant's Telephone No: \_\_\_\_\_

### Personal References:

Name \_\_\_\_\_ Tel: \_\_\_\_\_

Name \_\_\_\_\_ Tel: \_\_\_\_\_

Name \_\_\_\_\_ Tel: \_\_\_\_\_

Closest Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_ Tel: \_\_\_\_\_

**Applicant 2**

Full Name: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: / / Email: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Car registration Number: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Pension Type: \_\_\_\_\_ No: \_\_\_\_\_

Pets: Type \_\_\_\_\_ Breed \_\_\_\_\_

Are you a Smoker: Yes / No \_\_\_\_\_

**Current Address:** \_\_\_\_\_

Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Period of occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Renting: YES / NO \_\_\_\_\_

Reason for move: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Period of occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Rented: YES / NO \_\_\_\_\_

Reason for move: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Telephone: \_\_\_\_\_

Deductions from your bond ? \_\_\_\_\_

**Applicant's Occupation:** \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Phone no: \_\_\_\_\_

Period of employment: \_\_\_\_\_

Net weekly wage: \$ \_\_\_\_\_

**If less than 12 months:**

Previous employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

**If self employed**

Business Name: \_\_\_\_\_

How long trading: \_\_\_\_\_

Accountant's Name: \_\_\_\_\_

Accountant's Telephone No: \_\_\_\_\_

**Personal References:**

Name \_\_\_\_\_ Tel: \_\_\_\_\_

Name \_\_\_\_\_ Tel: \_\_\_\_\_

Name \_\_\_\_\_ Tel: \_\_\_\_\_

Closest Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_ Tel: \_\_\_\_\_

Tenant checklist of supporting documents required for each applicant:

- 30 points Drivers Licence
- 30 points Passport
- 40 points Bond Refund History
- 20 Points Birth Certificate
- 20 points Current Motor Rego Papers
- 10 points Telephone/Electricity/ Gas Account
- 10 points Other Identification

**Photo ID:** (Drivers Licence, Passport, 18+ Card, Uni or TAFE Card)**Other ID:** (Medicare Card, Bank Card, Pensioner Card)**Proof of Current Address:** (Phone Bill, electricity Account, Tenancy Agreement, Council Rate Notice)**Proof of Income:** (Wage Slips, Bank Statements, Employee Letter, Centrelink Letter)**Written References:** Personal, Rental and Employment)**Please note:** We make every effort to process each application within 24 hours and will advise you by telephone once your application has been processed.**Securing property – Payment 1<sup>st</sup> week's rent**

Once approval of your application, you will be required to pay a minimum of 1 week's rent and the relevant paperwork must be signed by ALL parties, before the property will be secured for you.



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## **Residential Tenancy Application Terms & Conditions Authority & Privacy Disclaimer**

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Applicant's Name/s: \_\_\_\_\_

Address of rental property: \_\_\_\_\_

I/we, the applicant/s, do solemnly and sincerely swear that the information provided is true and correct and has been supplied at my/our own free will. I/we, the applicant/s understand that you as the agent for the Lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant/s will be suitable for the property. I/we have inspected the above listed rental property and wish to take a tenancy of such premises.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I/we understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check references, employment details, previous rental references, tenant default registry database, personal references and any other searches which may verify the information provided in this application.

I/we also authorise the agent to give information to the Lessor of the property, credit providers, insurance providers, other agents, salespeople, tenant default agencies, referees named in this application or any third party who would have beneficial interest relating to this tenancy matter and this can include information about my tenancy, credit worthiness, credit rating, credit history or credit capacity.

Once a Tenancy Agreement has been entered into, I/we as the tenant/s agree that should I/we fail to comply with the obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agencies or other agents.

I/we the applicant/s accept that if the application is rejected, the agent is not legally bound to give a reason. We further understand that if the application is declined, our application will be held on file for 1 month before being destroyed.

Applicants Signature: \_\_\_\_\_

**Applications may be faxed, emailed or delivered to our office for processing.**