

# TENANCY APPLICATION



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Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

## Please read prior to completing your Application

- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Current Wage Advice	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Gas Account	10

### **TOTAL POINTS**

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- A holding deposit of \$        was received on    /    /    by Tania Cooke, Property Manager. The holding deposit will become the first week's rent in advance upon acceptance of Tenancy Application or will be fully refunded if application is unsuccessful, should you be approved for the above property and not proceed with the tenancy the holding deposit will be forfeited to cover administration costs and landlord loss of rent.

## **APPLICATION CHECKLIST**

### **Before I submit this Application, I have...**

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Completed the Pet Application & Agreement form if applicable
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

<b>OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT</b>			
<b>CHECKLIST</b>	<b>STAFF MEMBER</b>	<b>DATE</b>	<b>TIME</b>
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of nominated Applicant to contact in relation to application status		Name	Phone



<b>Australian Citizen</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – copies of Passport and Visa attached		Visa Expiry    /    /
<b>Vehicle Information</b>	Total number of vehicles to be kept at the premises		
	Registration No State	Model	Owned / Hire Purchase
	Registration No State	Model	Owned / Hire Purchase
<b>Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property</b>	<b>Name</b>	<b>Address</b>	<b>Age</b>
<b>Pets</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If YES please complete the attached Pet Applications & Agreement form and return with the completed application form to our Agency		
<b>Emergency Contact Details of Closest Relatives who will not be Residing with You</b>	Name		Name
	Relationship		Relationship
	Address		Address
	‡ Home		‡ Home
	‡ Work		‡ Work
	‡ Mobile		‡ Mobile
<b>Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.</b>	<b>Name</b>	<b>Occupation</b>	<b>‡ Business Hours Contact</b>

**I confirm the following:**

- |  |  |                     |
|--|--|---------------------|
| 1. Have you ever been evicted by any Lessor or Agent?                                    | <input type="checkbox"/> No <input type="checkbox"/> Yes | <b>Detail</b> _____ |
| 2. Have you been refused another Property by a Lessor or Agent?                          | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____               |
| 3. Are you in debt to another Lessor or Agent?   | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____               |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____               |
| 5. Was your rental bond at your last address refunded in full?                           | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____               |

**I confirm the following:**

During my inspection of the Property on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ I found it to be in a satisfactory condition     Yes     No  
 If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

**Declaration**

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and RP Data Information Services records for information about my tenancy history if applicable. 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 consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

**I understand that if this Application is approved by the Lessor:**

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Pre-moving in costs as itemised below are to be paid by **CASH, EFT OR MONEY ORDER** upon signing of lease documentation.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid upon signing of lease documentation.
<b>Bond – 4 times weekly rent</b>	4 x \$	= \$	Must be paid upon signing of lease documentation.
<b>TOTAL PRE-MOVING IN COST</b>			
		<b>\$</b>	Must be paid upon signing of lease documentation

<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	
<b>In Presence of Agency Representative</b>		<b>Date</b>	

