



TENANT APPLICATION INFORMATION

Each applicant 18+ years must complete a separate application

The property you are applying for is not held for you until the application has been processed, approved by the owner and your deposit has been paid to our office trust account.

APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED

You will be required to submit supporting documents with your application. Please supply photo copies of these documents as it is not always possible to return original documents to you.

SUPPORTING DOCUMENTATION

IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. Copies of all documents will be retained as part of your application and kept on file.

Please tick the identifying documents that you have provided as part of your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

50 Points

Passport Full Birth Certificate Citizenship Certificate

30 Points

Australian Drivers Licence 18+ Card Government Photo ID

20 Points

Medicare Card Phone/Electricity Bill Bank Statement

Vehicle Registration Tenancy Agreement Rent Receipts/Tenant Ledger

Council Rates Notice Written References Rental Bond Receipt

PROOF OF INCOME

You are also required to supply proof of your income upon submission of your application.

If you are emplyed this can be: 4 payslips

If you are Self Employed this can be: Accountants letter confirming income and 2 months of Bank Statements. If you receive a Pension/Job Seeker Payment/Parenting Payments this can be: Centrelink Income Statement

PROCESSING AN APPLICATION

In most instances, we are able to process your application within a few days (Processing is done Monday to Friday only). We will update you via email as your application is processed, or if there are any details missing/required for your application. As soon as we have a response from the property owner we will advise you.

Ensuring that all occupants over 18 years of age have completed their applications in full and supplied the required ID and proof of income prior to submitting your application will make processing quicker as we won't have to make contact with you to obtain these details.

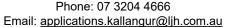
Please ensure you complete ALL sections on the application and include current phone numbers. Our office is a member of TICA Ph: 02 9743 1800 and The National Tenancy Database/Veda Ph: 138332. As a part of the application checking process your details will be checked on one or all of these databases checking for any history of database listings, outstanding debts, property damage or objectionable behaviour.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.

ONCE APPROVED

Once your application has been approved you are required to sign all lease documentation and return within 48 hours. At this time you are also required to pay the full bond to secure the property. Please note that this must be paid in cleared funds however cash is not accepted. We do have EFTPOS facilities for **initial** payments.





GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF KEYS & OFFICE HOURS

Our office is open Monday to Friday 8:00am - 5:00pm and Saturday 8:30am - 12:00pm only. You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$700 per week, the bond requirement may vary. **This office does not except bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds (bank cheque or money order) prior to collecting the keys. Cash will not and can not be accepted.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 4 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing. If we are not notified it is assumed 50/50.

PAYMENT OF RENT - When signing the Tenancy Agreement

We are not able to accept cash payments. We offer several forms of payment methods. (1) Payment of rent by NAB Rent Card where you can utilise the telephone/internet to make payments (2) Cheque (3) Money Order. This will be discussed with you in further detail prior to moving in.

SIGNING OF THE TENANCY AGREEMENT

Upon acceptance, if you are unavailable to sign the lease agreement in person please advise us and electronic copies can be forwarded. All occupants must sign the Tenancy Agreement, show photo identification and pay all monies in cleared funds prior to the occupancy date.

ELECTRICITY CONNECTION/TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy (if applicable). All connection costs and deposits are the tenant's responsibility.

ENERGEX (Electricity) 13 13 77

TELSTRA (Telephone) 13 22 00

VEDA Connections 1300 301 001

CONDITION REPORTS

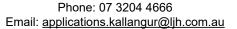
When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you may be liable for discrepancies when you vacate. You must return the Condition Report to our office within 3 days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of TICA, The National Tenancy Database and Veda, which are tenant default agencies. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with these agencies. Once listed, the information will remain on file until the courts approve removal as per legislation. We do look forward to a harmonious agent tenant relationship and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.





APPLICATION FOR RESIDENTIAL TENANCY

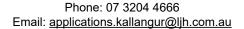
ALL 3 pages of this form <u>must</u> be completed in full & <u>signed</u> for your application to be processed.

HAVE YOU INSPECTED THE PR	OPERTY?	YE	<u>S 1</u>	NO Date	e Inspect	ed:			
RENTAL PROPERTY(S):									
APPLICANTS DETAILS									
Name:					D.O.B:				
Contact No. Home:	Work:				Mobile:				
Email Address:									
Number of adults to reside at the pro-	operty:			*You	ı must lis	t ALL na	mes	& ages	s below
Number of children/dependants to	reside at the	propert	y:	*You	ı must list	ALL na	mes	& ages	below
Car Registration:	Drivers	Licenc	e No:		L	icenced	State):	
Passport No:	18+ Ca	ard No:			Other II	D:			
Car Make/Model & Year									
Total number of cars to be kept on pi	remises:				Pets:	Yes	No	Numbe	er:
Type & Breed of Pet(s):					Are you	a smoke	er:	Yes	No
Are you an Australian Citizen?	es No I	f no, ple	ease pro	vide a copy of	the Visa	details w	ith thi	is appli	cation.
CURRENT ADDRESS DETAILS -			NOT acc	ept bond trans					
Address:	Suburl				Rented 9	5	/we	ek (Owned
Name of Real Estate, Private Landlord	l or Agent you	rent/so	ld the pro	perty through:					
Address:				Phone:					
Email (required):									
Period of Occupancy:	to			n for Leaving:					
Do you expect the bond to be refund	led in full?	Yes	No	If no, why:					
PREVIOUS ADDRESS DETAILS									
Address:	Suburl	o:			Rented 9	3	/we	ek (Owned
Name of Real Estate, Private Landlord	l or Agent you	rent/sol	d the pro	perty through:					
Address:				Phone:					
Email (required):									
Period of Occupancy:	to		Reasor	n for Leaving:					
Do you expect the hand to be refund		Voc	No	If no why:					



Phone: 07 3204 4666 Email: applications.kallangur@ljh.com.au

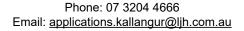
PERSONAL REF	ERENCES - Please of	do NOT include relativ	es		
Name:		Address	:		
Phone:		Relations	ship:		
Name:		Address	:		
Phone:		Relations	ship:		
Name:		Address	:		
Phone:		Relations	ship:		
			CT THAT THEY WILL BE		
Name:		Address	 :		
Phone:		Relations	ship:		
	work in Government	or Health you need	to advise your payro	oll for us to receive	information
Job Description:	ansiering of moving).			Wage (after tax): \$	Ousuui
Payroll/Work Ema	il (required):		Hours Per W		
Address:	(Phone:		
Current Employe	er:		Full-time	Part-time	Casual
Period of Employr		Hours Per Week:	Weekly Net \	Wage (after tax): \$	
Job Description:			Address:		
Payroll/Work Ema	il (required):		Phone:		
Other: Stu	ıdent (Name of college, TA	FE, Uni):	Austudy: \$		
Pe	nsioner Type Benefit		Allowance: \$	}	
Un	employment Benefit / I	Newstart	Allowance: \$	\$	
Self Employe	d (Name of Business):		Weekly Net	Wage (after tax): \$	
Address:			Phone:		
How Long Establi	shed:		ABN:		
Accountant Name	:		Phone:		
Other Type of	Income (ie Savings or Inve	estment): \$	Other Incom	e: \$	
HOW DID YOU F	FIND OUT ABOUT TH	HE RENTAL PROPE	ERTY?: For Rent	Sign	Rental List
Telephoned	Window Card	Internet	Other:		
•	en evicted or are you in		•	Yes	No
• •	cept the property in its ondition report will be c	•	taking posession)	Yes	No





TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

rmation provided is true and correct. I have nises for a period ofmonths/years. The rent to be paid is within my means and I e of this application is subject to a satisfactory or the Agency as part of application processing tenancy databases, employers) to verify the I Privacy Act requirements and the Australian
ng the tenancy (should it commence) and le, however are not limited to, tradespeople, lother relevant parties in full compliance with the ssor of the property will be provided with all ssor and the tenant; the agency manages the ence, is a contract between the lessor and the e owner of the property.
lease documentation and return within 48 and, to secure the property. In this instance NTIL THE DOCUMENTATION AND MONIES
ntation signed, I agree that this tenancy shall es paid will be forfeited to your office and we
gent is not legally obliged to give a reason. on form and all information collected shall be uidelines. I have an opportunity to collect my written request to the agency. To review our
DATE:
DATE:





Pet Application Form

Pet 1

This form is to be completed where the lessor of the property has indicated that pets may be approved to reside at the property.

Type of Pet (eg. Dog, Cat, Bird etc):	Breed of Pet:
Name of Pet:	Age of Pet:
Is the Pet Desexed: Yes No	Description of Pet:
Council Registration Number:	Council Where Registered:
Photo Provided with Application: Yes No	
Pet Referee (Person who can provide a reference regarding the pe	rt):
Name:	Phone:

Pet 2

This form is to be completed where the lessor of the property has indicated that pets may be approved to reside at the property.

Type of Pet (eg. Dog, Cat, Bird etc):	Breed of Pet:
Name of Pet:	Age of Pet:
Is the Pet Desexed: Yes No	Description of Pet:
Council Registration Number:	Council Where Registered:
Photo Provided with Application: Yes No	
Pet Referee (Person who can provide a reference regarding the	e pet):
Name:	Phone:

Pet Acknowledgement

The pet/s, if approved, are to be outside at all times. The tenant/s shall be liable for any damage caused by the pet/s whilst residing in the property. If damage occurs during the tenancy, our agency is to be advised as per the terms of the tenancy agreement and the damage rectified within a reasonable time frame. The tenant/s understand and agree that full FLEA fumigation must take place at the end of tenancy (and during the tenancy if necessary); and upon vacation of the property a receipt must be provided from a reputable pest control company.

Tenant Name	Tenant Signature	Date
1.		
2.		
3.		