

## INFORMATION FOR APPLICANTS

Applications will not be processed unless all information is supplied. Each person over 18 that will be residing at the property will need to complete an individual application.

### OFFICE HOURS

Our office is open Monday to Friday 09:00 am – 05:00 pm

### REQUIRED SUPPORTING DOCUMENTS

#### 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.

#### Identification

Our office will require you to submit a minimum of 100 points for your application to be considered. At least one form of photo identification & proof of current address must be provided. Please see Identification Checklist for further details.

### TENANT DATABASE CHECKS

Our office is a member of TICA, which is a National Tenant Database Agency. When processing your application form, our office will conduct the necessary tenant checks with this company.

### PROCESSING AN APPLICATION

We aim to process your application within 48 hours and advise you of the outcome by telephone. If we are unable to contact all your referees, this process may take longer.

### APPROVAL OF AN APPLICATION AND SECURING THE PROPERTY

Upon approval of your application all parties will receive the lease agreement and the bond forms to electronically sign. A minimum of 2 weeks rent must be paid at this time in order to fully secure the property. This must be paid, and funds must be cleared with a receipt supplied before collection of keys can take place.

### HOLDING DEPOSITS

Prospective tenants will be asked to pay a holding deposit to reserve or hold the premises they intend to rent. This holding deposit is held for a period of 48 hours unless stated otherwise. On accepting the deposit, the agent will give you a written receipt and sure the property is available if the person proceeds with the tenancy.

If the prospective tenant does not proceed with the tenancy and advises the lessor/agent within the holding period, the entire holding deposit must be refunded within three days.

The lessor/agent can keep the holding deposit if the prospective tenant fails to notify the lessor/agent of their decision to not proceed with the property within the agreed holding period. If the prospective tenant indicates that he/she will proceed with the tenancy but then fails to enter into the tenancy agreement, then they will forfeit the holding deposit

When the tenant signs a tenancy agreement after paying a holding deposit this then becomes part of the rental bond. Any surplus amounts then become rent advance.

# APPLICATION FOR RESIDENTIAL TENANCY

Property Address:

## Applicant 1

Name:	Date of Birth:
Work Phone:	Mobile:
Email Address:	

## List of Occupants

## Pets on Application

Number of Occupants:	Number of Pets:
Name:	Type/Breed:
Name:	Type/Breed:
Name:	Type/Breed:
Name:	Type/Breed:

## Previous Accommodation Details

Property Address:	
<input type="checkbox"/> Rented	\$ _____ per week <input type="checkbox"/> Owned
Name of Real Estate Agency:	
Phone Number:	Email Address:
Period of occupancy:	Reason for leaving:
Do you expect a full bond refund? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Occupation

Employer:	Period of employment:
Wage: \$ _____ per week/fortnightly	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Centrelink Payment Type:	Income: \$ _____ per week

## Personal Reference

Name:	Relationship:
Work Phone:	Mobile:
Email Address:	

## Personal Reference

Name:	Relationship:
Work Phone:	Mobile:
Email Address:	

I, the applicant, accept the property in its present condition and understand by signing this document cannot hold Mareeba Property Management accountable for the presentation of the property as we have knowingly agreed to sign the General Tenancy Agreement for said property.

I, the applicant, will not hold the management agents namely, Mareeba Property Management, responsible for any misunderstanding or misinterpretations I may have from the advertisement of said property.

Applicant 1 Name:

Signature:

**Applicant 2**

Name:	Date of Birth:
Work Phone:	Mobile:
Email Address:	

**Current Accommodation Details**

Property Address:	
<input type="checkbox"/> Rented	\$ _____ per week <input type="checkbox"/> Owned
Name of Real Estate Agency:	
Phone Number:	Email Address:
Period of occupancy:	Reason for leaving:
Do you expect a full bond refund? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**List of Occupants (Including people under the age of 18 years old)**

Number of Occupants:	
Name:	Name:
Name:	Name:

**Occupation**

Employer:	Period of employment:
Wage: \$ _____ per week	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Centrelink	Payment Type: _____ Income: \$ _____ per week

**Personal Reference**

Name:	Relationship:
Work Phone:	Mobile:
Email Address:	

**Personal Reference**

Name:	Relationship:
Work Phone:	Mobile:
Email Address:	

I, the applicant, accept the property in its present condition and understand by signing this document cannot hold Mareeba Property Management accountable for the presentation of the property as we have knowingly agreed to sign the General Tenancy Agreement for said property.

I, the applicant, will not hold the management agents namely, Mareeba Property Management, responsible for any misunderstanding or misinterpretations I may have from the advertisement of said property.

Applicant 2 Name:	Signature:
-------------------	------------

## DECLARATION & ACKNOWLEDGMENT

**I, Applicant 1, declare the following:**

Have never been evicted by an Agent/Lessor	<input type="checkbox"/> True	<input type="checkbox"/> False
Have no known reasons that would affect my ability to pay rent	<input type="checkbox"/> True	<input type="checkbox"/> False
Was refunded the rental bond for my last address in full (if applicable)	<input type="checkbox"/> True	<input type="checkbox"/> False
Have no outstanding debt to another Agent/Lessor?	<input type="checkbox"/> True	<input type="checkbox"/> False

**I, Applicant 1, acknowledge the following:**

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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge that I have signed the agency's Privacy Notice and Consent.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Declare that the above information is true & correct and that I have supplied it of my own free will.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**I, Applicant 1, consent to receive electronic communication**

*The Electronic Transactions Act (Queensland) 2001 (Sections 11 and 12) requires a person/s to provide consent if they agree to receiving information via electronic communications.*

Name of Applicant 1:

Date:

Signature:

**I, Applicant 2, declare the following:**

Have never been evicted by an Agent/Lessor	<input type="checkbox"/>	True	<input type="checkbox"/>	False
Have no known reasons that would affect my ability to pay rent	<input type="checkbox"/>	True	<input type="checkbox"/>	False
Was refunded the rental bond for my last address in full (if applicable)	<input type="checkbox"/>	True	<input type="checkbox"/>	False
Have no outstanding debt to another Agent/Lessor?	<input type="checkbox"/>	True	<input type="checkbox"/>	False

**I, Applicant 2, acknowledge the following:**

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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Acknowledge that I have signed the agency's Privacy Notice and Consent.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Declare that the above information is true & correct and that I have supplied it of my own free will.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Name of Applicant 2:

Date:

Signature:

# PET APPLICATION & AGREEMENT

Pet 1		Pet 2	
Name:		Name:	
Type of Pet:		Type of Pet:	
Breed:		Breed:	
Age:		Age:	
Description:		Description:	
Desexed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Desexed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Friendly:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Terms and Conditions:

The tenant/s acknowledges and agrees to the following terms:

1. The property investor has agreed to permit pet/s at the premises as specified in the residential tenancy lease agreement and this pet agreement.
2. Any pet other than the approved pet/s specified in the residential tenancy agreement and this pet agreement must first be requested by tenant/s in writing giving full details and then be approved in writing by the property investor 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.
3. The tenant shall be liable for any damage or injury whatsoever caused by the pets on the property, whether they are the tenant's pets or their guests' pets and regardless of their approval status.
4. The tenant accepts full responsibility and indemnifies the property investor 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 guests' pet/s, and regardless of their approval status.
5. The tenant agrees to arrange for carpet cleaning and flea fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the property investor/agent to be carried out by a company complying with Australian standards.
6. The pet/s are to be always outside, unless specified otherwise in the residential tenancy agreement or this pet agreement.
7. By signing below, you are only asking for approval of the abovementioned pet/s to be accepted at the property for which you are applying.
8. 8. If approved, you are required to, at the time of signing the tenancy agreement and associated paperwork, sign the tenant agreement section.

Name of Applicant 1:	Date:
Signature:	

Name of Applicant 1:	Date:
Signature:	

