

VISION REAL ESTATE QLD
1/320 Shakespeare Street, Mackay
Ph: 4951 4999 or Fax: 4951 4899
reception@visionrealestateqld.com.au

ADDRESS OF PROPERTY APPLYING FOR: _____

Preferred lease term; Please circle: **6mths** **12mths** **other** _____

Preferred Move in date: _____ Weekly Rent \$ _____

No. Adults Applying (18+): _____ No. Dependants: _____

Names & Ages of Dependants: _____

PERSONAL DETAILS

Name: _____ Previous Name/s _____

Phone Numbers: Work _____ Mobile _____ Home _____

Date of Birth: _____ Age: _____ DO YOU SMOKE?: Yes/No

Email: _____ Drivers Licence No. _____

EMPLOYMENT DETAILS

Casual Part Time Full Time

Occupation: _____ Current Employer: _____

Contact Name (Manager): _____ **Contact Ph (Manager):** _____

Length of Employment: _____ Income after Tax: \$ _____

Payroll Department or Managers Email: _____

SELF EMPLOYED

Name of Business: _____ Day Phone Number: _____

Length of Employment: _____ Accountant Name & Contact: _____

Please attach last tax return statement or profit loss statement or bank statement

PREVIOUS EMPLOYMENT

Previous Employer: _____ Contact Name (Manager): _____

Contact Number (Manager): _____ Length of Employment: _____

Income after Tax: \$ _____

CENTRELINK

Unemployment: Yes / No

Will you be applying for a Bond Loan? Yes / No

Pension: Yes / No

Will you be applying for Rent Assistance? Yes / No

VEHICLE

Number of Cars on Property? _____

Car Registration #'s _____

PETS

Do you intend to keep pets at the Property? Yes No Number of Pets _____

Type of Pet/s & Size (Small Medium Large) _____

Inside or Outside _____ Council Registration No: _____

CURRENT ADDRESS

Address: _____ **owned / rented/boarding**

Reason for Leaving: _____

Current Rent: _____ Period of occupancy: _____

Agent / Landlord: _____ Landlords Ph Number: _____

Comments: _____

PREVIOUS TENANCY HISTORY - RESIDENTIAL DETAILS

(Please supply at least **3 years** worth of Tenancy History)

Address: _____

Previous Rent: _____ Period of occupancy : _____

Agent / Landlord: _____ Landlord's Ph Number: _____

Bond Refund: _____ Reason for Leaving: _____

Address: _____

Previous Rent: _____ Period of occupancy: _____

Agent / Landlord: _____ Landlord's Ph Number: _____

Bond Refund: _____ Reason for Leaving: _____

REFERENCE (Personal)

Name: _____ Phone: _____

Occupation: _____ How Long Known: _____

REFERENCE (Business)

Name: _____ Phone: _____

Occupation: _____ How long known: _____

EMERGENCY CONTACTS (Mandatory)

Name: _____ Address: _____

Phone: _____ Relationship: _____

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with the privacy act I/We the undersigned authorize the recipient of this fax request any information to Vision Real Estate Qld regarding our/my rental history, to check credit references, verify employment details and any other searches which may verify the information provided by me/us. I/We understand that information will be used to assess my/our application.

All information supplied to Vision Real Estate is treated confidentially.

Name: _____ Name: _____

Signature: _____ Signature: _____

Date Signed: _____ Date Signed: _____

(Note: - Must be signed before application can be processed)

OFFICE USE ONLY: RENTAL REFERENCE

Address of Property: _____

Suburb: _____ State: _____ Postcode: _____

Real Estate Agent / Private Landlord: _____

PREVIOUS PROPERTY MANAGER'S COMMENTS

Please Provide Information on:

Period of Occupancy: ___ / ___ / ___ - ___ / ___ / ___ Was the applicant listed as a Lessee? **Yes / No**

Weekly Rent Amount: \$ _____ Was the Lessee ever in Arrears? **Yes / No**

Number Remedies and Reason: _____

Number of Notice to Leave and Reason: _____

Date Vacated: _____ Were the gardens / yard maintained? **Yes / No**

Inspection Details / Damage Noted: _____

Did your office terminate tenancy? **Yes / No**

Did the applicant have pets? **Yes / No** - Were the pets kept with permission? **Yes / No**

Was the property left clean & tidy? **Yes / No**

Bond Refund Details: **Full / Part / None:** _____

Details of disputes with applicant: _____

Outstanding Monies: _____

Would you rent to this tenant again? **Yes / No**

Confirmed By: _____ Phone: _____

**Please complete and return with a rental ledger to Vision Real Estate Qld
Ph: 4951 4999 Fax: 4951 4899 Email: reception@visionrealestateqld.com.au**

NOTICE TO ALL TENANCY APPLICANTS 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals **100 points**. Should you have difficulties in providing this identification, please advise us prior to completing your application.

One form of Photo ID must be supplied

70 Points

- Passport Full Birth Certificate Citizenship Certificate

40 Points

- Australian Drivers Licence Proof of Age Card
 Centrelink Card Student Photo ID

25 Points

- Medicare Card Council Rates Notice
 Utility Bill Credit Card Statement
 Australian Drivers Licence Bank Statement
 Centrelink Card Motor Vehicle Registration

Proof of Income: You are also required to supply the Lessor/Agent with proof of your income upon submission of your application.

Employed – Last 2 consecutive payslips

Self Employed – Bank Statements, PAYG Summary, Tax Return or Accountants Letter

Not Employed – Centrelink Statement

Financial Breakdown:

2 Weeks Rent: _____

Bond (4 weeks): _____

Total to be paid upon sign up: _____
(total = **6 weeks** rent)

Once the application has been approved and a tenancy has been accepted, payment of the bond within 24 Hours is required to secure the property.

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?

- 4. Have no outstanding debt to another Agent/Lessor? True False
If false, why are you in debt to your past Agent/Lessor?

Tenancy Databases

The agency may use the following tenancy databases to check the rental history of the Applicant/s: TICA

Acknowledgement

PLEASE ACKNOWLEDGE THE FOLLOWING BELOW 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 enquires 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 previous 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: _____

