



Phone: 07 3284 0200 Fax: 07 3284 1200  
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306 Duffield Road  
Clontarf QLD 4019

## TENANCY APPLICANTS PLEASE NOTE

**ALL PERSONS OVER THE AGE OF 18 ARE TO FILL IN A SEPARATE APPLICATION AND ARE TO BE PLACED ON THE LEASE.**

**All applications will be processed through these services. We require the following information to be supplied to process an application;**

- Photograph Identification – Passport or Driver Licence.
- (If you have no photograph identification, 2 forms of identification are required)
- Medicare or Key Card/Credit Card for Identification.
- Proof of last residential address (for the last 2 years) i.e. Telstra Account, Mobile Phone Account, Energex or Gas Account, Bank or Credit Statement.
- Supporting proof of income for payment of rent (payslips, bank statement or Centrelink letter)

**PLEASE NOTE: Should your application for tenancy be approved, you will be required to pay a reservation fee to secure the property; this is to be paid to the agent via EFT, bank cheque or money order.**

The funds will need to be received by our office within 2 days of your application being accepted.

Please note, **we do not accept bond transfers from other agents or lessors.** We will Endeavour to process all applications within 48 business hours.

**FAILURE TO PROVIDE ALL OF THE ABOVE INFORMATION WILL OR MAY RESULT IN YOUR APPLICATION NOT BEING PROCESSED!**

**BE SURE THAT YOU HAVE FULLY COMPLETED AND SIGNED THIS APPLICATION SO THAT IT MAY BE PROMPTLY PROCESSED!**

*Our office reserves the right to allow for any changes or additions to the above.*

## Applicant 1

Address of property you wish to apply for: \_\_\_\_\_

Full name of Applicant: \_\_\_\_\_

Have you ever been known by any other name: \_\_\_\_\_

If yes, what other name have you been known by: \_\_\_\_\_

Drivers Licence number \_\_\_\_\_ Passport number \_\_\_\_\_ DOB: \_\_\_\_\_

Contact phone number : Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names of other persons wishing to occupy premises: (including ages)

1. \_\_\_\_\_ D.O.B. \_\_\_ / \_\_\_ / \_\_\_ Relationship to you u \_\_\_\_\_

2. \_\_\_\_\_ D.O.B. \_\_\_ / \_\_\_ / \_\_\_ Relationship to you \_\_\_\_\_

3. \_\_\_\_\_ D.O.B. \_\_\_ / \_\_\_ / \_\_\_ Relationship to you \_\_\_\_\_

Pets owned: Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_

Are the pets registered with the council? Yes/No

**CURRENT** address: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Rent paid \$: \_\_\_\_\_ per week

Name of Agent/Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**PREVIOUS** address: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Rent paid \$: \_\_\_\_\_ per week

Name of Agent/Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Applicant 1 (cont)

Occupation: \_\_\_\_\_ Weekly Income: \$ \_\_\_\_\_ 2 Pay slips Required

Name of Employer: \_\_\_\_\_ Employer's Address: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Business Contact number: \_\_\_\_\_

Student: Yes/No Institution: \_\_\_\_\_ Course: \_\_\_\_\_ Duration: \_\_\_\_\_

Family Assistance/Extra Income:\$ \_\_\_\_\_ Weekly Income: \$ \_\_\_\_\_ Statement Required

### Personal information to support this application

Personal references: (No relatives. Names given must be contactable during business hours. Please ensure each has agreed for you to nominate them as referee.)

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

Name of person in case of an emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### APPLICANT/s DECLARATION

I/We \_\_\_\_\_, the Applicant/s, do solemnly and sincerely declare that the above information is true and correct and that I/we have supplied the above information of my/our own free will.

I/We have inspected the mentioned property and wish to take a tenancy of such property for a period of \_\_\_\_\_ months commencing from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at a rental amount of \$ \_\_\_\_\_ per week and that the rental amount is within my/our means.

I/We also undertake to pay the Rental Bond of \$ \_\_\_\_\_ (total of 4 weeks rent) upon signing the Tenancy Agreement which must be paid by EFT, Bank Cheque or Australia Post Money Order ONLY.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

## Applicant 2

Address of property you wish to apply for: \_\_\_\_\_

Full name of Applicant: \_\_\_\_\_

Have you ever been known by any other name: \_\_\_\_\_

If yes, what other name have you been known by: \_\_\_\_\_

Drivers Licence number \_\_\_\_\_ Passport number \_\_\_\_\_ DOB: \_\_\_\_\_

Contact phone number : Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names of other persons wishing to occupy premises: (including ages)

1. \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver Licence \_\_\_\_\_

2. \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver Licence \_\_\_\_\_

3. \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver Licence \_\_\_\_\_

4. \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver Licence \_\_\_\_\_

Pets owned: Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_

Are the pets registered with the council? Yes/No

**CURRENT** address: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Rent paid \$: \_\_\_\_\_ per week

Name of Agent/Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**PREVIOUS** address: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Rent paid \$: \_\_\_\_\_ per week

Name of Agent/Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### **Applicant 2 (cont)**

Occupation: \_\_\_\_\_ Weekly Income: \$ \_\_\_\_\_ 2 Pay slips Required

Name of Employer: \_\_\_\_\_ Employer's Address: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Business Contact number: \_\_\_\_\_

Student: Yes/No Institution: \_\_\_\_\_ Course: \_\_\_\_\_ Duration: \_\_\_\_\_

Family Assistance/Extra Income:\$ \_\_\_\_\_ Total Weekly Income: \$ \_\_\_\_\_ Statement Required

### **Personal information to support this application**

Personal references: (No relatives. Names given must be contactable during business hours. Please ensure each has agreed for you to nominate them as referee.)

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

Name of person in case of an emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### **APPLICANT/s DECLARATION**

I/We \_\_\_\_\_, the Applicant/s, do solemnly and sincerely declare that the above information is true and correct and that I/we have supplied the above information of my/our own free will.

I/We have inspected the mentioned property and wish to take a tenancy of such property for a period of \_\_\_\_\_ months commencing from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at a rental amount of \$ \_\_\_\_\_ per week and that the rental amount is within my/our means.

I/We also undertake to pay the Rental Bond of \$ \_\_\_\_\_ (total of 4 weeks rent) upon signing the Tenancy Agreement which must be paid by Bank Cheque or Australia Post Money Order ONLY.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

**Pro-forma Disclosure Statement & Consent to be attached to your  
“Application for Residential Tenancy”**

**Privacy Disclosure Statement of TDC Residential Sales Unit Trust T/A My Home Now**  
**306 Duffield Road, Clontarf QLD 4019**  
**Phone: (07) 3284 0200 or email [christine@myhomenow.com.au](mailto:christine@myhomenow.com.au)**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about these database websites at [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord’s insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below, then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

**Privacy Consent**

I/We, the Applicant/s acknowledge that I/we have read the Privacy Notice of TDC Residential Sales Unit Trust T/A My Home Now.

I/We authorise TDC Residential Sales Unit Trust T/A My Home Now to collect information about me/us from:

- a. My previous letting agents and/or landlords;
- b. My personal referees; and
- c. Any Tenancy Default Database which may contain personal information about me. I/We also authorise TDC Residential Sales Unit Trust T/A My Home Now to disclose details about any defaults by me/us under the tenancy to which this application relates to and any tenancy default database to which it subscribes including TICA.

**I/We, the applicant/s hereby authorise you, as the agent to conduct an enquiry with Tenancy Information Centre Australia Pty Ltd and any other searches which may verify the information provided by me/us.**

I/We, do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my/our application.

Applicant/s Signature/s \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant/s Signature/s \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PART A**

- 1. To process your application, you are requested to answer all your questions to the best of your ability. Any false information provided could jeopardise your application.
- 2. The completion of this annexure does not constitute an offer or acceptance.
- 3. Any information provided in your application and this annexure may be passed on to TICA in the event of a default occurring.

**PART B**

**a. Have you ever been evicted by any landlord or agent? Yes / No**

If yes, please give details; .....  
.....

**b. Have you been refused another property by any landlord or agent? Yes / No**

If yes, please give details; .....  
.....

**c. Are you in debt with another landlord or agent? Yes / No**

If yes, please give details; .....  
.....

**d. Were there any deductions made from your rental bond at your last address? Yes / No**

If yes, please give details; .....  
.....

I/We authorise TDC Residential Sales Unit Trust T/A My Home Now to disclose personal information about me/us to the owner of the property, even if the owner is a resident outside of Australia.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ( Applicant )

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ( Applicant )