



# Application for Tenancy

Shop 35/135 Shore Street West, Cleveland QLD 4163  
Ph: 07 3286 0888 Fax: 07 3286 0886

## APPLICATION PROCESSING REQUIREMENTS & INFORMATION

***Please ensure you read the following information as it is very important!***

Thank you for applying for a property with Redlands Realty Pty Ltd. We are happy to know that we can be of assistance to you.

Before applying for one of our rental properties, the property MUST be inspected by the applicant or someone on their behalf prior to a lease being signed unless other arrangements have been made with Redlands Realty management.

**WE WILL NOT ACCEPT AN APPLICATION THAT IS INCOMPLETE AND HAS FAILED TO GIVE ENOUGH INFORMATION AND IDENTIFICATION. It is important that you know that your application will take 2 – 4 days to process. Redlands Realty will contact you if necessary for any other information needed, relevant to your application.**

### Your 100 points of Personal Identification Checklist

You are required to provide 100 points of Personal Identification. If you do not meet the 100 point criteria, your application CANNOT and WILL NOT be submitted/processed until you do.

**Mandatory Requirements (NOT COUNTED TOWARDS PERSONAL IDENTIFICATION POINT SYSTEM) –**

- **Your Most Recent Personal Bank Statement**
- **2 Most Recent Pay Slips (If You're Employed)**
- **Company Bank Statement, Group Certificate or Signed Accountants Letter (If You're Self Employed)**
- **Centrelink Statement (If You're Unemployed. If claiming anyway, please include)**

#### Identification Worth 10 Points

- |                     |                          |                                     |                          |
|---------------------|--------------------------|-------------------------------------|--------------------------|
| • Medicare Card     | <input type="checkbox"/> | • Credit/Debit Cards                | <input type="checkbox"/> |
| • Birth Certificate | <input type="checkbox"/> | • Motor Vehicle Registration Papers | <input type="checkbox"/> |

#### Identification Worth 30 Points

- |   |                          |                              |                          |
|---|--------------------------|------------------------------|--------------------------|
| • Current Utility Account Statement – eg mobile/house phone, gas, electricity | <input type="checkbox"/> | • Rates Notice – most recent | <input type="checkbox"/> |
|---|--------------------------|------------------------------|--------------------------|

#### Identification Worth 40 Points

- |                   |                          |                               |                          |
|-------------------|--------------------------|-------------------------------|--------------------------|
| • Drivers License | <input type="checkbox"/> | • 18+ Card or other Photo I.D | <input type="checkbox"/> |
| • Valid Passport  | <input type="checkbox"/> | • Tenant Ledger               | <input type="checkbox"/> |



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## Privacy Disclosure Statement

Redlands Realty respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those principles regulate how we collect, store use and disclose personal information about you and other individuals.

Redlands Realty may disclose information about you to (this is including and not limited to) the owner/s of the property you have applied for, sales people, valuers, tradespeople, other agents, database operators, other Property Managers, insurance companies and Body Corporate Managers. You have the right to access your personal information that we hold about you.

## Security Information

We will take all reasonable steps to ensure that the personal information we hold about you is not subject to loss, misuse or unauthorised access or alteration. We will also take reasonable steps to destroy or permanently delete personal information if it is no longer required.

## Contact

If you have any requests, queries or comments which you would like to make, please do not hesitate to contact us on 07-3286 0888.

## Privacy Consent

I/We the applicant/s currently residing at \_\_\_\_\_ have read and understood that I/We authorise Redlands Realty Pty Ltd to collect personal information about me/us including but not limited to previous landlords and/or letting agents, personal referees, current employers and other persons listed in the privacy statement. I/We also authorise Redlands Realty to disclose any defaults by me/us under the tenancy to which this application relates to any tenancy default database to which Redlands Realty subscribes.

I/We authorise Redlands Realty Pty Ltd to disclose the personal information collected to the owner of the property.

Signature – Applicant 1: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature – Applicant 2: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

## Redlands Realty Declaration

I, the Applicant, declare that the above information is true and correct and that I have supplied it of my own free will. I acknowledge that my Personal Contents Insurance is not covered under any Agent/Lessor Insurance Policies and understand that it is my responsibility to insure my own personal belongings. I understand that you as the Agent/Lessor have collected this information to 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. For such purposes, I authorise you to contact the persons given in this application, and to undertake such enquiries and searches (including Tenancy Database Searches) as your consider reasonably necessary, in doing so, I understand that information provided by me may be disclosed to, and further information from, referees names in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is NOT legally obligated to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause of the Agent/Lessor to pass my details onto others which may include (but is not limited to) Insurance Companies, Body Corporate, Contractors, Other Real Estate Agents, Salespeople and Tenancy Default Databases.

I wish to undertake a tenancy period of \_\_\_ months, to commence on the \_\_\_ of \_\_\_\_\_, 20\_\_\_ at a rental price of \$\_\_\_\_\_ per week. I understand that I am to pay a rental bond of 4 times the weekly rent and 3 weeks rent upfront before I take possession of the premises.

**The applicant acknowledges that they MUST view the Property before submitting an application. Yes No**  
**The applicant acknowledges that they have the responsibility of reconnecting the electricity for this property 1 – 5 days prior to moving in. Redlands Realty will not be responsible for tenants not having electricity. Yes No**  
**The applicant acknowledges that they have been made aware of the Redlands Realty Privacy Policy. Yes No**  
**The applicant acknowledges 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**

Signature – Applicant 1: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature – Applicant 2: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_



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**Property Address -** \_\_\_\_\_

## APPLICANT 1

### APPLICANTS PERSONAL DETAILS

Given Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Do you smoke? No Yes – Inside Outside

Do you have children? No Yes – Name/s & Age/s \_\_\_\_\_

Do you have pets? No Yes – Species, Name/s & Age/s \_\_\_\_\_

*(This includes all snakes and other reptiles, marine life and birds)*

### CURRENT EMPLOYMENT STATUS

#### If You're Employed

Occupation: \_\_\_\_\_ Full time/Part time/Casual/Contract/Other \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employers Contact Number: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Net Weekly Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_

#### If You're Self Employed

Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_ How long? \_\_\_\_\_

Address of Business: \_\_\_\_\_ Net Weekly Income: \$ \_\_\_\_\_

Accountants Name: \_\_\_\_\_ Accountants Contact Number: \_\_\_\_\_

#### If You're Studying

Student ID Number: \_\_\_\_\_ University/TAFE/School/Other \_\_\_\_\_

Place of Study: \_\_\_\_\_ Overseas Students Visa Expiry Date: \_\_\_/\_\_\_/\_\_\_

#### If You Claim Centrelink Benefits – Please provide Statement as evidence

Your Pension/s: \_\_\_\_\_

Net Weekly Income: \$ \_\_\_\_\_



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## PERSONAL REFERENCES – No family members

### Referee 1

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Referee 2

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## CURRENT & PREVIOUS TENANCY DETAILS

Your Current Property Address: \_\_\_\_\_

Time Period at Premises: \_\_\_ Years \_\_\_ Months Rental Paid per week: \$\_\_\_\_.00

Property Manager & Agency: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Your Previous Property Address: \_\_\_\_\_

Time Period at Premises: \_\_\_ Years \_\_\_ Months Rental Paid per week: \$\_\_\_\_.00

Property Manager & Agency: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## OTHER INFORMATION REQUIRED

Have you ever been known by another name?  YES  NO

What was your former name? \_\_\_\_\_

Have you ever been evicted by an Agent/Lessor?  YES  NO

If yes, why? \_\_\_\_\_

Are you in debt to another Agent/Lessor?  YES  NO

If yes, how much and why? \_\_\_\_\_

Are there any existing reasons that will affect your rental payments?  YES  NO

If yes, what and why? \_\_\_\_\_



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### APPLICANTS PERSONAL DETAILS

Given Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Do you smoke? No Yes – Inside Outside

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Address of Employer: \_\_\_\_\_

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Student ID Number: \_\_\_\_\_ University/TAFE/School/Other \_\_\_\_\_

Place of Study: \_\_\_\_\_ Overseas Students Visa Expiry Date: \_\_\_/\_\_\_/\_\_\_

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