Teasdale
Estate Agents

# GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

**Office hours:** Monday – Friday 8:30am – 5:00pm

**Address:** 2/39 Redcliffe Parade, Redcliffe QLD 4020

**Phone:** 07 3283 1333 **Fax:** 07 3283 2177 **Email:** info@teasdale.com.au

**Prior to completing this application form:**
You must view the property first and agree that you will be taking the property as is, you must understand the terms and condition of the Tenancy Agreement which will be provided when you inspecting the property or they can be found at www.teasdale.com.au.

**When approved for the property:**
You are required to pay 2 weeks rent plus the full bond amount (equivalent of 4 weeks rent) within 24 hours of being approved. You may pay this upon signing the General Tenancy Agreement. Keys will be released once full payment is received at start of lease date.

ALL MONIES MUST BE PAID BY MONEY ORDER OR BANK CHEQUE NO CASH WILL BE ACCEPTED.

**Payment of rent:**
Your payment options are to pay via direct debit or BPAY using Ezirent Pay or in the office by money order or bank cheque **NO CASH WILL BE ACCEPTED**. Your Property Manager will discuss payment methods in more detail when signing your Tenancy Agreement.

**PLEASE NOTE: BOND TRANSFERS ARE NOT ACCEPTED BY THIS OFFICE**

**Telephone/electricity/gas connection:**
It is the tenant/s responsibility to connect their electricity and any additional services e.g. telephone, internet, foxtell.

**Energex: 13 12 53 AGL: 131 245 Origin Energy: 13 24 63**

**MINIMUM OF 100 POINTS OF IDENTIFICATION IS REQUIRED TO SUPPORT EACH APPLICANT**
**ONE FORM OF PHOTO IDENTIFICATION + PROOF OF INCOME IS MANDATORY***
**ALL APPLICANTS ARE REFERRED TO "TICA" (Tenancy Information Centre of Australasia) for confirmation of details supplied**

**A LIST OF ACCEPTABLE DOCUMENTS FOLLOWS:**

| | |
|---|---|
| ***Driver's License** | **40 points** |
| ***Proof of income - last 4 pay slips, Centrelink statements etc** | **30 points** |
| Passport | 30 points |
| 18+ card, student ID etc | 30 points |
| Last 4 rent receipts or rent ledger | 20 points |
| Bank/Credit Card Statement | 10 points (ea) |
| Current motor vehicle rego papers | 10 points |
| Accounts for Phone/Electricity/Gas/Mobile | 10 points (ea) |
| Current Rates Notice | 10 points |
| Birth Certificate | 10 points |
| Healthcare, Medicare (1 only will be contribute to points) | 10 points |

# Residential Tenancy Application

**PROPERTY APPLIED FOR:**_____

**APPLICANT ONE –** PERSONAL DETAILS

Surname:_____ Given Names:_____

Date of Birth:____/____/____ Drivers License/18+ Card Number:_____

Mobile Number:_____ Email Address:_____

**CURRENT RENTAL HISTORY/OWNER OCCUPIED DETAILS**

Current address:_____

How long have you lived there:_____ Current Lease Expiry:_____

Name of Lessor/Agent:_____

Contact Name:_____ Contact Phone Number:_____

Fax Number:_____ Weekly Rent: $_____

**PREVIOUS RENTAL HISTORY/OWNER OCCUPIED DETAILS**

Previous address:_____

How long did you live there:_____

Name of Lessor/Agent:_____

Contact name:_____ Contact number:_____

Fax number:_____ Weekly payment: $_____

**EMPLOYMENT HISTORY**

Current Occupation:_____ Employers Name/Centrelink details:_____

Contact Name & Number:_____

Net Income Per Week: $_____ Period of employment:_____

IF - **SELF EMPLOYED**

Name of Business:_____

How long in business:_____ Net income per week: $_____

**REFERENCES**

No personal references (NOT RELATED TO YOU)

Name:_____ Ph:_____

Relationship to you:_____

Name:_____ Ph:_____

Relationship to you:_____

**ARE YOU A SMOKER: YES or NO**

# Residential Tenancy Application (cont)

**APPLICANT TWO –** PERSONAL DETAILS

Surname:_____ Given Names:_____

Date of Birth:_____/_____/_____ Drivers License/18+ Card Number:_____

Mobile Number:_____ Email Address:_____

**CURRENT RENTAL HISTORY/OWNER OCCUPIED DETAILS**

Current address:_____

How long have you lived there:_____ Current Lease Expiry:_____

Name of Lessor/Agent:_____

Contact Name:_____ Contact Phone Number:_____

Fax Number:_____ Weekly Rent: $_____

**PREVIOUS RENTAL HISTORY/OWNER OCCUPIED DETAILS**

Previous address:_____

How long did you live there:_____

Name of Lessor/Agent:_____

Contact name:_____ Contact number:_____

Fax number:_____ Weekly payment: $_____

**EMPLOYMENT HISTORY**

Current Occupation:_____ Employers Name/Centrelink details:_____

Contact Name & Number:_____

Net Income Per Week: $_____ Period of employment:_____

IF - **SELF EMPLOYED**

Name of Business:_____

How long in business:_____ Net income per week: $_____

**REFERENCES**

No personal references (NOT RELATED TO YOU)

Name:_____ Ph:_____

Relationship to you:_____

Name:_____ Ph:_____

Relationship to you:_____

**ARE YOU A SMOKER: YES or NO**

**ANTICIPATED MOVE IN DATE:**_____ **RENT: $**_____ Per Week

**METHOD OF PAYMENTS:** MONEY ORDER / BANK CHEQUE / DIRECT DEBIT / BPAY

**SCHEDULE OF PAYMENTS:** WEEKLY / FORTNIGHTLTY

**APPLYING FOR BOND LOAN: YES or NO**

**LENGTH OF LEASE:** **6** or **12** Months

**NAMES OF ALL OCCUPANTS RESIDING AT THE PROPERTY:**

| NAME | RELATIONSHIP TO YOU | AGE |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**PETS:**

**NUMBER OF ANIMAL/S:**_____ **TYPE/S (DOG/CAT):**_____ **AGE:**_____

**BREED:** _____ **REGISTERED (what council):** _____

**All applicants must sign this form for applications to be processed.**

Teasdale Estate Agents
Privacy Disclosure Statement

We are an independently owned and operated business Four Hope Pty Ltd known as Teasdale Estate Agents. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will check whether any details of tenancy defaults by you are held on a tenancy database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database at its web site at 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. 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 our office or, if considered, may be rejected because of this.

Privacy Consent

I the Applicant, acknowledge that I have read the Privacy Disclosure Statement of First National Real Estate Redcliffe. I authorise First National Real Estate Redcliffe to collect information about me from the
following:

- My previous letting agents and/or landlords.
- My personal referees.
- My present employer.
- Any tenancy default database (including TICA) which may contain personal information about me.

I also authorise First National Real Estate Redcliffe to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes, including TICA. I authorise First National Real Estate Redcliffe to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. I also authorise First National Real Estate Redcliffe to refer my details to an arranger of any of the following:

- Financial services product (to assist with a home loan application).
- Insurance services (for contents insurance and other insurance products).
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc)

| | | |
|---|---|---|
| Name | Applicants Signature | Date |
| Name | Applicant's Signature | Date |

Teasdale
Estate Agents

**FAX: (07) 3283 2177**

**URGENT REQUEST FOR RENTAL REFERENCE - AUTHORITY & PRIVACY CONSENT**

I the applicant acknowledge that I have read and understood the Teasdale Estate Agents Privacy Act and the National Privacy Principles. I authorise Teasdale Estate Agents to collect information about me from:

1) My previous letting agents and/or landlords, employers and referees
2) Any tenancy default database which may contain personal information about me

| | | |
|---|---|---|
| Name | **Applicants Signature** | Date |
| Name | **Applicant's Signature** | Date |

**OFFICE USE ONLY:** _____

**TO:** _____ **FROM PROPERTY MANAGER:** _____

**DATE SENT:** _____ **FAX NUMBER:** _____

**TENANT/S:** _____

**PROPERTY ADDRESS:** _____

Rent per week $_____ Date tenancy ends:_____ Period of tenancy:_____

Was the tenant/s ever in arrears? Yes No ALWAYS SOMETIMES ONCE

Has the tenant/s ever been issued with a Form 11 or Form 12 Yes No

If yes please provide details what for_____

Did the tenant/s look after the property including yard? Yes No
Comments_____

Were there pets approved at the property? Yes No

Would you rent to them again? Yes No

**Name:** _____ **Position:** _____ **Signature:** _____

**WE THANK YOU FOR YOUR ASSISTANCE**
**PLEASE FAX A FULL TENANT LEDGER**

**FAX: (07) 3283 2177**