



Tenancy Application Form

Please read prior to completing your application:

1. One application is to be completed per person over the age of 18 years.
2. A Fresh Property Management staff member will contact you within 1 business day upon receipt of your application to advise status or result of application.
3. This application must be accompanied by copies of documents from those listed below for the 100-point identification check.
4. Fresh Property Management Mackay is a strictly cashless office.

Applicants Checklist

Before I submit this application, I have:

- Attached certified photocopies of all documents to meet 100 points of ID & proof of income (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Read and signed all the Tenancy declaration and privacy details

Address of the property you are applying for _____

Approved Supporting Documents

You are required to meet a 100-point identification criterion upon submission of your application. A Fresh Property employee may photocopy any original items and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

50 POINTS

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full Birth Certificate | <input type="checkbox"/> Citizenship Certificate |
|-----------------------------------|---|--|

30 POINTS

- | | | |
|---|--|---|
| <input type="checkbox"/> Australian drivers license | <input type="checkbox"/> Student photo ID | <input type="checkbox"/> Department of veteran's affairs card |
| <input type="checkbox"/> Centrelink card | <input type="checkbox"/> Proof of age card | <input type="checkbox"/> State/Federal government photo ID |

25 POINTS

- | | | |
|--|---|---|
| <input type="checkbox"/> Medicare card | <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Motor vehicle registration |
| <input type="checkbox"/> Telephone bill | <input type="checkbox"/> Electricity bill | <input type="checkbox"/> Gas bill |
| <input type="checkbox"/> Tenancy history ledger | <input type="checkbox"/> Bank statement | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Rent bond receipt | <input type="checkbox"/> Previous tenancy agreement |

Proof of Income

You are also required to supply your proof of income upon submission of your application

Employed: Last TWO pay slips

Self Employed: Bank statements, Group Certificate, Tax Return or Accountants letter

Not Employed: Centrelink statement, Bank statement, letter of Guarantor

Item 1	Who did you inspect the property with	Name _____ on what date ____/____/____
1.1	Applicants full name & Address	Name _____ Address _____
1.2	Have you ever been known by another name(s)?	If yes, please list _____ (provide evidence attached to application)
1.3	Applicants contact details	Home _____ Mobile _____ Business _____ Email _____
1.4	Personal details	Date of Birth ____/____/____ Smoker / Non-Smoker Drivers license No. _____ Expiry Date ____/____/____ Passport No. _____ Expiry Date ____/____/____
Item 2	Current rental details	Current weekly rent \$ _____ per/week How long have you lived here? _____ Lease expiry ____/____/____ Reason for leaving _____ Agent/lessor _____ phone _____ Email: _____
2.1	If you currently own a property, please provide details	Agent who manages/selling property _____ phone _____ email _____
2.2	Previous Rental Property	Address _____ Rent p/wk. \$ _____ Time at property _____ Agent/lessor _____ phone _____ Email _____
Item 3	Employment	Current Employer _____ Your position _____

		Please circle employment status - Full time / Part time / Casual / Contract Length of employment_____ Net weekly income \$_____
		Name of contact_____ phone:_____
		Email_____
3.1	If self Employed	Business Name_____
		How long have you been self-employed_____
		Accountant_____ phone_____
		Email_____
		ABN_____ ACN_____
3.2	Centrelink Payments	How much are you receiving \$_____p/fortnight
		Description of Payments_____ Date commenced ___/___/___
3.3	Student details	Institution_____ Course_____
		Duration_____ Remaining_____
Item 4	Residential status	Australian Citizen Yes / No
		Permanent resident Yes / No
		(If no to either – supply copy of passport & visa) Visa expires ___/___/___
4.1	Vehicle Information	Number of cars to be kept at premises_____
		Car registration_____ Model_____
		Car registration_____ Model_____
Item 5	Occupancy details	Total number of people to reside at property_____
		Number & ages of children if applicable_____
		Name of all people to reside at property_____

5.1	Pets	How many pets do you have?_____ Age of pets_____
		Breed of pets_____
		Registration #_____ Pets name_____
5.2	Emergency Contact	Name_____ Phone_____
		Relationship to you_____
5.3	Personal References (name & number)	1)_____
		2)_____

Declaration

Please declare the following by selecting either TRUE or FALSE
I, the applicant;

- have never been evicted by an agent/lessor True / False
- have no financial reasons that would affect my ability to pay rent True / False
- have no outstanding debt with any agent/lessor True / False
- have never been refused a property by another agent/lessor True / False
- have been refunded my rental bond for my last leased property True / False

Please acknowledge the following by selecting either yes or no

I, the applicant;

1. acknowledge that my personal contents insurance my responsibility and will not be covered by the lessor/agent. **YES / NO**
2. understand that the agent may collected this information for the purpose of determining suitability for tenancy of the property – in particular my identification, my ability to care for the property, my character and my creditworthiness. **YES / NO**
 - 2.1 for such purposes, I authorise you, the agent, to contact persons named in this application, and to undertake enquires and searches (including tenancy database searches) as consider reasonably necessary. **YES / NO**
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, referees named in this application and/or other relevant parties and may obtain additional information. **YES / NO**
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. **YES / NO**
4. understand and agree that should my tenancy be accepted (upon commencement of my tenancy agreement), there may be cause for the agent to pass my details onto other parties 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 rental applications once submitted will not be return to the client regardless of outcome, and that no original supporting documents will be attached (applications are shredded one month after received if declined). **YES / NO**
6. acknowledge that I have received and reviewed the General Tenancy agreement (Form 18a), the standard terms and any special conditions before completing this application. **YES / NO**
7. acknowledge that I have been made aware of the agency’s privacy policy. **YES / NO**
8. declare that the above information is true and correct and supplied of my own free will. **YES / NO**
9. declare that I am not bankrupt or an undischarged bankrupt and the information provided by me is true and correct. **YES / NO**
10. acknowledge that Fresh Property Management Mackay could receive a rebate or commission for service referral. **YES / NO**

I have inspected the above premises and wish to apply for tenancy on the premises for a period of

_____ months, at a rental of \$ _____ per week commencing ____/____/_____

Statement of costs to be paid upon approval of application

Rental bond (4 weeks rent) 4 x \$ _____ = \$ _____

Rent (2 weeks) 2 x \$ _____ = \$ _____

Total required = \$ _____

_____ / _____ / _____
Applicants Full Name (Please Print) **Signature** **Date**

