

**APPLICATION FOR RESIDENTIAL TENANCY**

**APPLICANT FULL NAME:** Mr / Mrs/ Miss / Ms / Dr

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PROPERTY: \_\_\_\_\_

**PLEASE ENSURE YOU READ THIS APPLICATION FORM  
AND AGREE TO THE CONDITIONS BEFORE  
APPLYING FOR THE PROPERTY  
(ALL PHOTOCOPIES OF ID AND ADDITIONAL INFORMATION  
ARE TO ACCOMPANY THIS APPLICATION A WELL AS ALL PHONE NUMBERS AND FAX  
NUMBERS)**

1. Rent payments are to be made through direct debit, centrepay and rental rewards.
2. Our office conducts quarterly inspections of the property. As per the Residential Tenancies and Rooming Accommodation Act 2008 Section 192 (a), you will be given seven (7) days notice of this entry. You are welcome to attend this inspection but if you are not available our staff will use the management keys. No inspections are conducted outside office hours.
3. If you have a dog approved at the property it will have to be kept outside at all times and tied up or removed on inspection day. This is to protect our staff as they will need access to the whole of the property including garages and yards.
4. If you wish to have a pet during the term of your tenancy, please apply now by stating the breed, sex, age, colour photo and Council registration notice. Approval for a change in the tenancy agreement at a later date may be refused.
5. Approved applicants will sign the tenancy that any tenant/occupant/visitor of the premises will smoke outside. Smoking inside of the dwelling including the garage may result in you painting the inside of the house and dry cleaning the curtains and washing the blinds.
6. **ONLY SUCCESSFUL APPLICANTS WILL BE NOTIFIED. ALL DOCUMENTATION OF UNSUCCESSFUL APPLICANTS WILL BE DESTROYED**

Please sign here to indicate you have read and agree to the above conditions and all other sections of the application.

Applicant's Signature: \_\_\_\_\_

Date.....

Caboolture Property Management and Sales  
1/46 King Street  
Caboolture Qld 4510  
07 5499 0199 (B)  
07 5499 2055 (F)



**WE'RE ON  
FACEBOOK!**



[rentals@caboolturepropertymanagementandsales.com.au](mailto:rentals@caboolturepropertymanagementandsales.com.au)  
[www.caboolturepropertymanagementandsales.com.au](http://www.caboolturepropertymanagementandsales.com.au)



Previous Address: ..... Rent Paid: .....

Name of agent or owner: ..... Ph: ..... Fax: .....

Period of occupancy.....Reason for leaving.....

(Please provide a minimum of last 3 years history) Write details on rear of back page for third or fourth property.

Occupation: ..... Net weekly income: .....

Name of employer: ..... Ph: ..... Fax: .....

Employer address: .....

Period with current employer: ..... Full Time/ Part Time

If Self Employed:

Name of Business: ..... Address: .....

Weekly net income: ..... Accountants Name: .....

Accountants Phone: ..... Accountants Fax: .....

Personal Referees (do not include relatives):

Name: .....

Address: .....

Ph: .....

Name: .....

Address: .....

Ph: .....

Name of a relative or other person to contact in case of an emergency (not the other applicants)

Name: .....

Address: .....

Ph: .....

Relationship: .....

**Please complete the following:**

Have you ever been evicted by any lessor or agent?	Yes / No
Have you ever been refused another property by any lessor or agent?	Yes / No
Are you in debt to another lessor or agent?	Yes / No
Is there any reason known to you that would affect your rental payments?	Yes / No
Was your rental bond at your last address refunded in full?	Yes / No
If NO - what deductions were made	
Rent Arrears	\$.....
Repairs	\$.....
Cleaning	\$.....

Total number of vehicles to be kept at the premises: .....

Car Registration: ..... Model: .....

Car Registration..... Model

**Office Use Only**

Sufficient referencing (If no, further checks necessary)	Yes / No	Who: .....	Date: .....
Personal reference checked	Yes / No	Who: .....	Date: .....
Tenancy databases checked	Yes / No	Who: .....	Date: .....
Previous agent/lessor checked	Yes / No	Who: .....	Date: .....
Employment checked	Yes / No	Who: .....	Date: .....
Lessor notified - APPROVED	Yes / No	Who: .....	Date: .....

**APPLICANT NOTIFIED**

Name: .....

How notified: ..... Date: ..... Time: .....

Property Manager's Signature: ..... Date: .....

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Name of applicant

## TENANCY PRIVACY STATEMENT

All property managers and real estate salespersons must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out the role as professional property managers and salespersons. Please take the time to read this Privacy Statement carefully and once completed, return it to the office with your tenancy application.

As professional property managers and real estate agents, Caboolture Property Management and Sales collects personal information about you. You can ask for access to the personal information we have about you by contacting us via:

**Telephone:** 07 5499 0199  
**Fax:** 07 5499 2055  
**Email:** rentals@caboolturepropertymanagementandsale.com.au  
**Website:** www.caboolturepropertymanagementandsale.com.au

### Primary Purpose:

As professional property managers and real estate salespersons, we collect your personal information to assess the risk in providing you with the tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the tenancy of the premises.

### **ALL UNSUCCESSFUL APPLICATIONS ARE DESTROYED.**

To carry out this role and during the term of the tenancy, we usually disclose your personal information to:

- The landlord
- The landlord's lawyers
- The landlord's mortgagee/insurers
- Employments confirmation and details
- Referees you have nominated
- Tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Tribunal/Courts
- Mercantile agents
- Tenancy databases
- Other real estate agents and landlords

### Secondary Purposes:

We also collect your personal information to:

- Enable us, or the landlords lawyers, to prepare the Tenancy documents for the premises
- Allow organisations/tradespeople to contact you in relation to maintenance matters at the premises
- Refer to real estate sales personnel (where applicable)
- Refer to tribunals, courts and statutory authorities (where necessary)
- Refer to mercantile agents/lawyers (where default/enforcement action is required)
- Refer to landlord's insurers
- Report your conduct as a tenant to a national tenancy database

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk of our client, or carry out our duties as professional property managers and real estate salespersons. Consequently, we then cannot provide you with the tenancy of the premises.

Signed by Applicant: .....

Date: .....

**PLEASE READ CAREFULLY AND COMPLETE WHERE NECESSARY**

1. I, the applicant, declare that the information provided is true and correct and that I have supplied it of my own free will. I understand that the information has been collected by you as the letting agent, for the purpose of determining whether I am an appropriate tenant for the property. I authorise you to verify the information provided by contacting and checking the accuracy of the information with those persons named in this application, and by undertaking such enquiries and searches (including tenancy database searches) as you consider reasonably necessary.
  
2. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.
  
3. I acknowledge and accept that if this application is not accepted or approved, the agent is not legally obliged to provide reasons for an unsuccessful application.
  
4. I, the applicant, declare that I am not bankrupt and that the rental is within my means.
  
5. Rental payments can only be made by bank cheque, money order, Internet banking or periodical payments from your bank account.
  
6. If your application is accepted and you agree with the terms of the General Tenancy Agreement we would require you to pay the first weeks rent as a holding deposit to secure the property. This amount is non refundable after 48 hours.
  
7. We require the first two (2) weeks rent paid as the holding deposit on acceptance of your application and the full bond payment to our office before the General Tenancy Agreement is signed and tenancy begins (less deposit paid).
  
8. I wish to apply for tenancy for a period of .....months/year from  
/ / at a rental of \$..... per week. I also undertake to pay a rental bond of  
\$..... to Caboolture Property Management and Sales prior to signing the General  
Tenancy Agreement.

Applicant Name: .....

Applicant Signature: .....

Date: .....

**From: Caboolture Property Management and Sales**

**RENTAL REFERENCE REQUEST**

**URGENT**

Agency/Lessor Name : \_\_\_\_\_

Fax Number : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Our Agency has received an Application for Tenancy of a rental property. The Applicant has provided your details as the current or previous Lessor or Lessor/s Agent, and has authorized us to collect information about the Tenancy from you / the Agency.

**PLEASE COMPLETE THE DETAILS BELOW AND RETURN TO 07 5499 2055**

Tenant Name			
Property Rented			
QUESTIONS		ANSWERS	
Period of Time Rented Through Agent		From:	To:
Rent Amount Paid Per Week		\$ _____ per week/calendar month	
Was the Tenant listed as a lessee?		YES	NO
Did you / your Agency terminate the tenancy?		YES	NO
If YES, why?			
Was the Tenant frequently more than 2 days in arrears?		YES	NO
Did the Tenant receive any Notice to Remedy's?		YES	NO
If Yes	Number of NTR's		
	Reason/s		
Were periodic inspections conducted during the tenancy?		YES	NO
Was any damage noted during the inspections?		YES	NO
Was the property kept in a clean and tidy state?		YES	NO
Were pets kept on the premises without permission?		YES	NO
Did the Tenant leave the property clean and tidy? (if vacated)		YES	NO
Was the Bond refunded in full? Or:		YES	NO
Do you anticipate any deductions?		YES	NO
Reason/s Bond was not / may not be refunded in full?			
Was the tenant ever abusive to any of your staff?		YES	NO
Would you/your Agency rent to this person again?		YES	NO
Rental Ledger Attached		YES	NO

*Thank you for your assistance.*

I hereby authorise Caboolture Property Management and Sales to request information with regards to my current and/or prior employment, and my current or previous rental history, including a copy of my rental ledger to assist with referencing to secure a rental property through this agency.

**Applicants signature:** .....