



TENANCY APPLICATION FORM

READ THIS FIRST:

YOU MUST READ THIS INFORMATION PRIOR TO COMPLETING YOUR APPLICATION FORM. IF YOUR FORM IS NOT FILLED IN CORRECTLY IT WILL NOT BE PROCESSED AND YOU MAY MISS OUT ON THE PROPERTY.

1. **One application must be filled out for each person wanting to reside in the Property.**
2. Applications that are **not** completed will not be processed
3. If you are successful you will be required to pay the **bond and 2 weeks rent in advance** to secure the property. This can be paid via cash or cheque at our office. All parties will be required to sign the tenancy agreement with 24-48 hours of acceptance.

**Your application must include copies of proof of identification & proof of income.
Below are examples of what we will accept**

IDENTIFICATION

- Driver's Licence, Passport, 18+ Card, Copy of Birth Certificate— 50 Points
- Copy of ATM card, credit card, Phone/Electricity or Gas Account — 25 Points

PROOF OF INCOME

- Your Last 2 Payslips
- Employment Contract
- Centrelink Statement
- Bank Statements

PROCESSING APPLICATIONS

Please note that we endeavour to have applications processed with in a 48 hour timeframe.

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

MAA Livestock & Property Pty Ltd

ADDRESS: 37 McDowall St

PO Box 687

SUBURB: ROMA

STATE: QLD

POSTCODE: 4455

PHONE:

07 4620 1888

MOBILE:

FAX:

07 4622 3571

EMAIL:

reception@maaroma.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent:

\$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

Fixed term agreement

Periodic agreement

Starting on:

Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?

Yes

No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number:

State:

Number of vehicles:

Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants?

Yes

No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker?

Yes

No

ITEM 6: PETS

Do you intend to keep pets at the property?

Yes

No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

Yes

No

If Yes, please state which council:

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (if renting): _____ AGENT/LESSOR PHONE: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			
REFEREE 2:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			
REPRESENTATIVE 2:				RELATIONSHIP:	
ADDRESS:				PHONE/MOBILE:	
SUBURB:	STATE:	POSTCODE:			

PART 3: SUPPORTING DOCUMENTS

ITEM 13: IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item 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.

70 Points

- Passport
- Full birth certificate
- Citizenship certificate

40 Points

- Australian Driver's Licence
- Student Photo ID
- Department of Veterans Affairs card
- Centrelink card
- Proof of age card
- State/Federal Government Photo ID

25 Points

- Medicare card
- Council rates notice
- Motor vehicle registration
- Telephone bill
- Electricity bill
- Gas bill
- Tenancy History Ledger
- Bank statement
- Credit card statement
- Last FOUR rent receipts
- Rent bond receipt
- Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
- Self employed:** Bank statements, Group Certificate, Tax Return or Accountant's letter.
- Not employed:** Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

- 1. Have never been evicted by an Agent/Lessor True False
- 2. Have no known reasons that would affect my ability to pay rent True False
- 3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

- 4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

- 1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
- 2. Understand that you as the Agent/Lessor have collected this information for 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. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
- 3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
- 4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others 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 I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
- 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
- 7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
- 8. Acknowledge 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
- 9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
- 10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

PRIVACY STATEMENT

MAA Livestock and Property Pty Ltd is an independently owners and operated business. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate further.



We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purpose of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. 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 services providers relevant to the tenancy relationship including maintenance contractors and the owner'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 us through our website or office directly.

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.

CONSENT

I, the applicant, acknowledge that I have read the Privacy Statement above. I authorise the MAA Livestock and Property office and the agent to collect information about me from:

- My previous letting agents, landlords, current and previous employers
- My personal referees
- MAA Livestock and Property may use TICA to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me. You may contact an RTD about personal information held about you by using the contact details provided (TICA: Ph – 1902 220 346 website – tica.com.au)
- Personal information collected about me to the owner of the property even if the owner is resident outside of Australia
- Personal information collect about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy agreement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledge that this is so, you consent to your information being emailed and stored in the cloud.

I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that is my responsibility to insure my own personal belongings.

I consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.

I consent to the use of email or facsimile and the method of receiving advice or notifications by SMS is accepted. I declare that the above information is true and correct and that I have supplied it of my own free will. I have read a copy of the General Tenancy Agreement, Terms and any Special Terms. If not, please contact MAA Livestock and Property or go to www.rta.qld.gov.au.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date