

WARNING: 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 in for each person wanting to reside in the property.
2. Applications that are not complete will not be processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. If you are successful you will be required to pay bond and 2 weeks rent in advance to secure the property. You must pay this by Bank Cheque or Money Order. **CASH AND INTERNET TRANSFER WILL NOT BE ACCEPTED.** All parties will be required to attend a sign-up appointment within 24-48 hours of acceptance.

Your application must contain copies of proof of identification and proof of income. Outlined below are examples of suitable proof. If these are not present your application will not be processed.

1. Identification We require **100 points** of identification as per the options list below

- | | |
|---|---------------------------|
| <input checked="" type="checkbox"/> Drivers License, Passport, 18+ Card, Copy of Birth Certificate | 50 points per item |
| <input checked="" type="checkbox"/> Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account | 25 points per item |

2. Proof of Income

We require a copy of any of the following:

- Your last 2 payslips
- Employment Contract
- Letter of Parental Support
- Bank statements showing regular lump sum deposits

Complete the attached form and don't forget to sign at the top of the last page...

How Long Does It Take To Process An Application?

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours. Upon acceptance of your application you will be required to pay a minimum of 2 weeks rent to secure the property. Once paid, this amount is non refundable.

RENT PAYMENT METHODS

If your application is successful, you will be required to pay rent by Swiftrent or Bank Cheque (via post) ONLY. We do not accept payment any other way.

DISCLOSURE REQUIRED BY THE ACT

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorise you as the Letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in ordered to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Lessor. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I the Applicant declare that I am not bankrupt and that the rental is within my means.

FREE UTILITY CONNECTION SERVICE

Fill out this form and once you're approved for this property we'll arrange for the gas, electricity, phone, internet and any other services you need to be connected so all you have to do is move in.

Direct Connect offers a FREE service to connect your new home's utilities.

Please call me to arrange the following services:

- Gas
- Electricity
- Telephone
- Internet
- Pay TV
- Removalists / Truck Hire

Address of property to connect: _____

Connection Date: ____ / ____ / ____

Name of Tenant: _____

Daytime Contact Number: _____

Drivers Licence or Passport Number: _____

Applicant's Signature: _____ Date: ____ / ____ / ____

Terms and Conditions

By filling in this form you are consenting to allow Direct Connect to contact you to arrange your service connection(s). Direct Connect may need to disclose personal information about you to Utility providers to arrange these services. Direct Connect and RMA Property Group do not accept responsibility for any delay or failure to connect/disconnect your services. Direct Connect and your Agent may receive a benefit for arranging your services. Standard connection fees and bonds may apply. Please see the Direct Connect website (www.directconnect.com.au) to view the full terms and conditions.



**RMA Property Group staff will fax this form on your behalf when you are approved for this property.
P: 1800 248 881 F: 07 3392 4444 W: www.rmapropertygroup.com.au**

OFFICE USE ONLY

This Applicant has been approved for the above property.

Property Managers Name: _____ Contact Number: _____



property group

TENANCY APPLICATION FORM

Applicant # _____ of _____

PROPERTY ADDRESS: _____

I have inspected the property listed above and wish to rent the property for a period of _____ months starting on _____, at a rental price of \$ _____ per week.

I will also be required to pay a minimum rental bond of 4 weeks rent.

APPLICANTS DETAILS

Full Name: _____ Date of Birth: _____

Home Phone: _____ Work: _____ Mobile: _____

Email Address: _____ Drivers License No: _____

Is someone else applying with you to rent this property: Yes / No

If Yes, please list name/s _____

Name & Age of children to reside at the property: _____

PRESENT ADDRESS

Property Address: _____

Name of Agent / Owner: _____ Phone: _____ Fax: _____

Period of Occupancy: _____ Reason for Leaving: _____ Rent Paid:\$ _____ / week

PREVIOUS ADDRESS

Property Address: _____

Name of Agent / Owner: _____ Phone: _____ Fax: _____

Period of Occupancy: _____ Reason for Leaving: _____ Rent Paid:\$ _____ / week

OCCUPATION

Occupation: _____ Name of Employer: _____

Work Address: _____ Work Phone: _____

Length of Time Employed: _____ Full Time/Part Time (Hours p/w): _____

Net Income (after Tax): _____ weekly

IF SELF EMPLOYED

Name of Business: _____

Industry: _____ Business Address: _____

Business Phone: _____ Net Income (after Tax): _____ weekly

IF STUDENT

Name of University Attending: _____

Name and Length of Course: _____

Are you receiving Government Assistance? Yes / No (please provide proof)

Are you receiving Parental/Guardian Assistance? Yes / No (please provide letter)

PETS

Will you have pets at the property? Yes / No If Yes, How Many: _____ Type: _____

Are pets registered with Council? Yes / No If Yes, Which Council? _____

Person to Contact in case of Emergency (Not Living with You)

Name: _____ Phone: _____ Relationship to you (eg: Mum, Brother): _____

Address: _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with privacy principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the Agency to contact any of my referees provided by me in my tenancy application. I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my information may be recorded as making an inquiry. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements. I agree and understand that should I fail to provide the database member with the information and acknowledgements required the Agency may elect not to proceed with my tenancy application. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name: _____ Signature: _____ Date: _____



Don't forget to also fill in and sign page 2.

OFFICE USE ONLY BELOW

URGENT REQUEST FOR RENTAL REFERENCE

AGENCY: _____

FAX NO: _____

Our Agency has received an application for tenancy. The Applicant has provided your details as a current or previous Lessor or Lessor/s Agent, and has authorised us to collect information about the tenancy from you / the Agency. A copy of the applicant's signed Privacy Consent is above.

Please complete the details below and return the form to our Agency today, as time is critical to both the Applicant and Lessor to finalise the processing of this application.

TENANT'S NAME: _____

PROPERTY RENTED: _____

PERIOD OF TIME RENTED THROUGH YOUR AGENCY ____ / ____ / ____ **to** ____ / ____ / ____

RENT AMOUNT PAID PER WEEK \$ _____

Was the tenant listed as a lessee?	YES / NO
Did you / your agency terminate the tenancy?	YES / NO
During the tenancy, was the lessee ever in arrears?	YES / NO
Did the tenant receive any Notice to Remedy's?	YES / NO
If Yes - Reason/s	YES / NO
Were periodic inspections conducted during the tenancy?	YES / NO
Was any damage noted during the inspections?	YES / NO
Were pets kept on the premises without permission?	YES / NO
Did the lessee leave the property clean and tidy?	YES / NO
Was the bond refunded in full?	YES / NO
If No - Reason/s _____	YES / NO
Would you or your agency rent to them again?	YES / NO

**Please return the completed form with a copy of the
tenant ledger TODAY by fax to** _____