



A-List Property Management

Address: 15/10 Burnside Road, Ormeau QLD 4208

Ph: 1300 369 009

Fax: 07 5604 1444

Email: admin@alistpropertymanagement.com.au

Tenancy Application Form

Please read the following information prior to completing this application form.

Please be advised that all applicants over the age of 18 years of age must complete an individual application form.

You will be required to submit supporting documents with your application. Your application **cannot** be processed if all documents are not submitted. You are required to submit a minimum of **100 points** of identification for your application to be considered.

100 Point Identification check

Driver's Licence	40 Points	Passport	40 Points
Birth Certificate	30 Points	Other Photo ID	30 Points
Previous Landlord Reference	20 Points	Copy of Phone/Electricity Bill	20 Points
Pension Card	20 Points	Current proof of income	20 Points
Medicare Card	10 Points	Bank Statement	10 Points

Other supporting documentation required

- Photo Identification (Driver's Licence, 18 + Card, University Card, Passport)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement)
- Proof of housing payments (Rent Receipts, Tenant Ledger, Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)

Processing and approval of an application

Our office will endeavour to process your completed application form within 24 to 48 hours subject to obtaining a response from your referees, as well as other required checks.

If your application is successful, you will be required to pay a minimum of 1 weeks rent to secure the property. All monies are to be cleared funds and are to be paid to this office by **Bank Cheque, Money Order or internet transfer only.**

Prior to completing your Tenancy agreement, you will be given a tenant information Booklet 17a "Renting in Queensland". It is important that you carefully read this booklet and any other information given to you.

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released until all occupants have signed the Tenancy Agreement and all monies are paid in full and as cleared funds.

Monies required at the commencement of your Tenancy will consist of a Bond, which equates to 4 weeks rent (this can vary for rents over \$700) plus 2 weeks rent paid in advance. (Holding deposit will be kept as 1 of the 2 week's rent). Your bond will be lodged with the Rental Tenancy Authority (RTA) by us as acting agent.

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.



A-LIST
PROPERTY MANAGEMENT

A. AGENCY DETAILS

A-List Property Management

Address: 15/10 Burnside Road, Ormeau QLD 4208
Phone: 1300 369 009
Fax: 07 5604 1444
Email: admin@alistpropertymanagement.com.au
Web: www.alistpropertymanagement.com.au

Property Manager

B. PROPERTY DETAILS

Address of Property:

Lease Commencement Date:

Day Month Year

Lease Term:

Years Months

How many tenants will occupy the property?:

Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

8. How did you find out about this property?

Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity
Gas
Phone
Internet
Pay TV
Cleaners
Insurance
Removalist
Truck or van hire



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years	Months
-------	--------

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no. Weekly Rent Paid

Landlord/agent's phone/fax no.	Weekly Rent Paid
	\$

12. What was your previous residential address?

13. How long did you live at this address?

Years	Months
-------	--------

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no. Weekly Rent Paid

Landlord/agent's phone/fax no.	Weekly Rent Paid
	\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
-----------	-----------	--------

Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

Contact name	Phone no.
--------------	-----------

Length of employment

Net Income

Years	Months	\$
-------	--------	----

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
-------	--------	----

H. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Surname	Given name/s
---------	--------------

Relationship to you

Phone no.

Relationship to you	Phone no.
---------------------	-----------

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Surname	Given name/s
---------	--------------

Relationship to you

Phone no.

Relationship to you	Phone no.
---------------------	-----------

2. Surname

Given name/s

Surname	Given name/s
---------	--------------

Relationship to you

Phone no.

Relationship to you	Phone no.
---------------------	-----------

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.	
----	--

2.	
----	--

J. PAYMENT DETAILS

Property Rental

\$ per week OR \$ per month

Rental Bond (4 weeks rent):

First payment of rent in advance (2 weeks rent)

Sub Total

Amount payable on signing tenancy agreement
(bank cheque or money order only)

K. 100 Points of ID Required

We require 100 Points of ID.

You must have:

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Signature of Landlords Agent

Date

Signature of Landlords Agent	Date
------------------------------	------