



## Rental application Instructions

Thank you for applying for one of our much loved rental properties.

Please fill in the application forms, copy ID and income requirements and return the application using one of the following options:

1. Post: PO BOX 19 Zillmere 4034.
2. Fax: (07) 3263 8993 or (07) 3263 5985
3. Scan and Email: [admin@ljgrealestate.com.au](mailto:admin@ljgrealestate.com.au) (PLEASE NOTE: Files must not exceed by 8MB in total size of email).

Our office will check the application and notify you ASAP as to whether it has been approved.

Once you are notified of a successful application we will require a holding deposit\* (equivalent to 1 x week's rent) to secure the property (This must be done within 24 hours. After 24 hours the property goes back on the market). This can be done via the following options:

- Deposit into our trust account to secure the property. Our banking details are:

Banking details are:

Commonwealth Bank Carindale Branch.

Account Name: L J Gilland Real Estate Trust A/C

BSB 064-186

Account 10207517

- Credit card. We accept    which can be paid over the phone OR

Alternatively you can contact us and we can give you B-Pay Details.

Once we have received your holding deposit we will forward all lease documents for you to sign and return to us. Your holding deposit will then be transferred as your first weeks rent. Before we can issue keys for the property we will need the Bond monies and one more weeks rent in advance.

We accept payment of bond & rent by credit card via Rental Rewards

Rental Rewards offers 2 rent payment methods:

1. 'Set & Forget' – automatic debit payments from your nominated credit card
  2. 'Rent Reminders' – receive SMS / Emails - simply reply 'YES' to pay
- Register and pay rent by a VISA credit card to receive FREE rent protection.

Conditions apply.

Thank you for choosing L J Gilland Real Estate

Please do not hesitate to contact details on (07) 3263 6085.

\*PLEASE NOTE: The holding deposit is not refundable after 48 hours of the deposit.

# Application for Residential Tenancy

(One application to be completed per person)



## Part 1 Rental Property Details

### Item 1: Agent Details

Agency name:

Address:

Phone:  Mobile:  Fax:

Email:

### Item 2: Property Details

Property address

Rent \$  a week  a fortnight  a month  Bond \$

Tenancy term  Insert "fixed term agreement" or "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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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:

**Item 7: Applicants Address History**

**Current residential address**

[Text input field for current residential address]

Period of occupancy [Text input field] Type of occupancy:  Rent  Owner  Other > [Text input field]

Current Agent/Lessor (if renting) [Text input field] Agent/Lessor phone [Text input field]

Current rent \$ [Text input field]  a week  a fortnight  a month Reason for leaving: [Text input field]

**Previous residential address**

[Text input field for previous residential address]

Period of occupancy [Text input field] Type of occupancy:  Rent  Owner  Other > [Text input field]

Previous Agent/Lessor [Text input field] Agent/Lessor phone [Text input field]

Current rent \$ [Text input field]  a week  a fortnight  a month Reason for leaving: [Text input field]

**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 [Text input field] Net income (per week) \$ [Text input field]

Date commenced employment (approx) [Text input field] Date terminated employment (if any) [Text input field]

Employer/Business Name [Text input field]

Address [Text input field] Phone [Text input field]

If self employed, Accountant's Name [Text input field] Phone [Text input field]

**Item 9: Centrelink Payments**

Are you receiving any regular Centrelink payments?  Yes  No

Description of payment(s) [Text input field]

Total income (per week) \$ [Text input field] Date payments commenced [Text input field]

**Item 10: Student Details**

Are you studying full time?  Yes  No

Name of education institution you are currently attending [Text input field] Student Identification Number [Text input field]

Are you an overseas student?  Yes  No If yes, Visa expiry date: [Text input field]

**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

**Referee 2**


Relationship

Address

Phone/Mobile

**Item 12: Personal Representative**

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

**Representative 1**


Relationship

Address

Phone

**Representative 2**


Relationship

Address

Phone

**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.

## 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 been made aware of the agency's Privacy Policy.  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