

# TENANCY APPLICATION

## Property Details

**Preference 1**

Address ..... Date of Application .....

Lease Start Date: ..... Period of Lease ..... Rent per week \$ .....

**Preference 2**

Address ..... Date of Application: .....

Lease Start Date: ..... Period of Lease ..... Rent per week \$ .....

## Applicants Name/s

Applicant 1  
.....

Applicant 2  
.....

## Number of Occupants

Adults ..... Children ..... Chlidrens' Ages .....

## Pets

Breed ..... Name ..... Age .....Registered .....

Breed ..... Name ..... Age .....Registered .....

Breed ..... Name ..... Age .....Registered .....

\* Photo of each pet to be attached to Application Form

## 100 Point Identification Check

Prior to any Application being considered, each applicant is required to produce a minimum of 100 points of ID. At least 1 form of photo ID and 2 current payslips are also required.

Form of ID	Points	Tenant 1	Tenant 2
Drivers Licence with current address (front and back)	50		
Passport	50		
Birth Certificate	50		
Proof of Age Card	30		
Other Photo ID	30		
Motor Vehicle Registration	10		
Debit Card / Credit Card	10		
Pension Card / Heath Care Card	10		
Electricity of Gas Account / Telephone	10		
Water or Rates Notice	10		

## Office Use Only

- Application completed by all tenants over 18 years of age
- Privacy Act Acknowledgement Signed
- Rental Reference Request Signed
- 100 Points of ID Received
- 2 Current Payslips / Centrelink Statements Provided
- Photos of Pets

## RENTAL REFERENCE

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this form to provide any information requested by Luxe Property Management Services regarding my/our rental history or to confirm employment details. I/we understand that this information will be used to access my/our application. All information supplied to Luxe Property Management Services is treated confidentially.

**This form is to be signed by ALL Applicants.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AGENTS USE ONLY:**

Tenant reference details for previous tenancy		
Property Address Rented		
Real Estate Agent Details	Name.....Email.....Phone.....	
Reference information		
Period of Occupancy	From:	To:
Weekly Rent:	\$	
Was the tenant listed as a Lessee?		
Did your Agency terminate the tenancy?		
During the Tenancy, was the Tenant ever in arrears?		
- If Yes, maximum days in arrears		
Did the Tenant receive a Notice to Remedy Breach?		
- If Yes, Reason for Breach		
Were Inspections Satisfactory?		
- If No, Reason		
Were the gardens and yards maintained?		
Were pets kept at the premises?		
- If yes, were there any problems with the pet/s?		
Did the Tenant leave the property clean and tidy?		
Was the Bond refunded in full?		
- If no, reason for being withheld		
Would your Agency rent to them again?		
- If no, reason		
<b>Additional Information</b>		

Please return the completed reference together with the ledger to:  
enquiries@luxepropertymanagement.com.au  
Attention: \_\_\_\_\_

**APPLICANT 1** (Page 1 of 2)

**General Details**

Surname ..... Given Name/s .....  
Previous Surname (if applicable) ..... Date of Birth .....  
Email ..... Mobile .....

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**Next of Kin** (who does not reside with you)

Surname ..... Given Name/s .....  
Relationship ..... Address .....  
Email ..... Phone .....

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**Current Residential Details**

Address .....  
.....  
Period of Occupancy ..... Owner / Tenant / Other .....  
Landlord / Agency ..... Reason for Leaving .....  
Email ..... Phone .....

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**Previous Residential Details**

Address .....  
.....  
Period of Occupancy ..... Owner / Tenant / Other .....  
Landlord / Agency ..... Reason for Leaving .....  
Email ..... Phone .....

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**Previous Residential Details** (if not at above addresses for at least two years combined)

Address .....  
.....  
Period of Occupancy ..... Owner / Tenant / Other .....  
Landlord / Agency ..... Reason for Leaving .....  
Email ..... Phone .....

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**Current Employment**

Occupation .....  
Business Name ..... Contact .....  
Period of Employment ..... Nett Weekly Income (after tax) .....  
Address .....  
Email ..... Phone .....

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**Previous Employment** (if current employment is less than six months)

Occupation .....  
Business Name ..... Contact .....  
Period of Employment ..... Nett Weekly Income (after tax) .....  
Address .....  
Email ..... Phone .....

**Self-Employment**

Business Name ..... ABN .....  
Business Address:  
.....

Length of time in business ..... Industry .....

Accountant Name: ..... Phone: .....

Please attach most recent Tax Return, Profit & Loss Statement and/or Business Account Bank Statement

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**Centrelink**

Type of Payment ..... CRN .....

Total Centrelink Payment per Fortnight: .....

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**Your Tenancy & Financial Record** (if any answers are 'Yes', please provide details)

Have you ever been refused or evicted from a rental property? Yes / No .....

Have you ever incurred a debt with any landlord or letting agent? Yes / No .....

Are you listed on any Tenancy Database (e.g. TICA)? Yes / No .....

Have you ever been subject to bankruptcy or Part X proceedings? Yes / No .....

Is there anything that may affect your ability to pay rent or care for the home? Yes / No .....

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**Affordability**

Your rent affordability is calculated by taking your nett weekly wage x 30%.  
eg. \$1000 per week nett x 30% = \$300, which is the weekly rent amount you can afford.

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**Bond Loan**

Will you be applying for a bond loan? Yes / No ..... (If yes, please supply details)

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**Privacy Disclosure Statement**

Luxe Property Management Services collect personal information about you in order to assess your suitability as a tenant. We may need to collect information about you from any persons or organisations that you have provided in this application. We will also check whether you have any defaults listed on tenant databases. We may disclose relevant information about you to the owner of the rental property; appropriate utilities if asked by you to connect or transfer services; and tradespeople should maintenance be required. Your consent for us to do this is set out below. You have the right to access personal information that we hold about you by contacting the relevant staff member. If you do not sign the consent below then your application for a residential tenancy may not be considered, or if considered may be rejected.

**Privacy Consent**

I acknowledge that I have read the **Privacy Disclosure Statement**. I authorise you to collect information about me from persons or organisations that I have provided in this application. I understand that you will check tenant default databases so as to obtain information about my tenancy record. I authorise that you can disclose details about any defaults by me to any tenancy default database. I authorise Inner Brisbane Realty to disclose relevant personal information it collects about me to:

- ✓ The owner of the property;
- ✓ Direct Connect should you require them to arrange connection of phone, internet, cable TV, gas or electricity;
- ✓ Tradespeople to enable maintenance work to be carried out at the rental property.

**Declaration**

I, the applicant, declare that the information provided is true and correct and that I have supplied information of my own free will. I have inspected the property and am satisfied with the condition. Once I have sighted the Tenancy Agreement and confirmed that I wish to proceed, I will pay 2 weeks' rent. I also agree to pay an additional 4 weeks' rent as bond before or upon signing of the Tenancy Agreement. I acknowledge that once I have received a copy of the Tenancy Agreement and confirmed that I will proceed with the tenancy, then I may be required to pay compensation for lost rent and the cost of marketing of the property should I then cancel.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT 2** (Page 1 of 2)

**General Details**

Surname ..... Given Name/s .....  
Previous Surname (if applicable) ..... Date of Birth .....  
Email ..... Mobile .....

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**Next of Kin** (who does not reside with you)

Surname ..... Given Name/s .....  
Relationship ..... Address .....  
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Landlord / Agency ..... Reason for Leaving .....  
Email ..... Phone .....

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**Previous Residential Details**

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Business Name ..... Contact .....  
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Address .....  
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**Previous Employment** (if current employment is less than six months)

Occupation .....  
Business Name ..... Contact .....  
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**Self-Employment**

Business Name ..... ABN .....  
Business Address:  
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Length of time in business ..... Industry .....  
Accountant Name: ..... Phone: .....  
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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_