

# 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.

## PROPERTY DETAILS

Address of Property:

Lease Commencement Date: Lease Term: No. occupying the property:

How many children: Child ages: No. and type of pets:

## PERSONAL DETAILS

Given Name(s): Surname:

Current Address:

Home Phone: Work Phone: Mobile: Fax:

Email: Date of Birth:

Drivers Licence No: Drivers Licence State:

Passport No: Passport Country:

## NEXT OF KIN

Given Name(s): Surname:

Relationship:

Address:

Phone: Mobile: Email:

## CURRENT TENANCY DETAILS

Length of time at current address: Rent Paid:

Reason for Leaving:

Name of Landlord / Agent: Phone:

## PREVIOUS RENTAL HISTORY 1

Previous Address:

Length of time at above address: From to Rent Paid:

Name of Landlord / Agent: Phone:

## PREVIOUS RENTAL HISTORY 2

Previous Address:

Length of time at above address: From to Rent Paid:

Name of Landlord / Agent: Phone:

### CURRENT EMPLOYMENT

Occupation:	Current Employer:
Employers address:	
Contact Name (payroll/manager):	Contact Number:
Length of Employment:      From	Net Weekly Income:

### SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Net Income:      From	

### PREVIOUS EMPLOYMENT

Occupation:	Previous Employer:
Employers address:	
Contact Name (payroll/manager):	Contact Number:
Length of Employment:      From	Net Income:

### STUDENT INFORMATION:

Place of Study:	Course Name:
Course Length:	Enrolment/Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

### REFEREES

Business referee (1):	Relationship:
Phone:	Mobile:
Personal referee (2):	Relationship:
Phone:	Mobile:

### Please answer the following:

Have any of your previous tenancies been terminated?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you in debt to another lessor or Agent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there an existing reason that may affect your rent payment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT OF INSPIRE REAL ESTATE SOLUTIONS PTY LTD

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. 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 service providers relevant to the tenancy relationship including maintenance contractors and the landlord'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 our privacy officer (see contact details above). 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.

## PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Inspire Real Estate Solutions. I authorise Inspire Real Estate Solutions to collect information about me from:

1. My previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Inspire Real Estate Solutions to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Inspire Real Estate Solutions to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

## HOLDING DEPOSIT

QLD ONLY – Complete this section if you wish to reserve the property for a period of time:

In accordance with Section 87 (5) (a) of the Residential Tenancies Act QLD, if the agreement is entered into by the applicant, the holding deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.

Section 85 of the Residential Tenancies Act QLD – A person may require a prospective tenant to pay, or accept from a prospective tenant a holding deposit for the tenancy.

Inspire Real Estate Solutions and the applicant hereby agree to the following: Upon Application approval, payment of one week rent is to be paid as a Holding Deposit on the property. The tenant agrees to the agency and the option periods (as described in the regulations). Should the applicant withdraw their application within 24 hours of payment of the holding deposit to the agency, then the deposit will be refunded in full. After the option period the applicant agrees that the holding deposit will be forfeited.

.....  
Tenant Name

.....  
Signature

.....  
Date

### Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.

## DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts

\$ \_\_\_\_\_ rent per week. Equivalent to \$ \_\_\_\_\_ per calendar month (NB Pre calendar month rent must be approved)

First payment of rent in advance:	\$
Rental Bond:	\$
Tenant's share of cost of preparing tenancy agreement	\$
Subtotal:	\$
Less (deduct Reservation / Holding Fee):	\$
Amount payable on Signing Tenancy Agreement	\$

I acknowledge that this application is subject to the approval of the investor. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

.....  
Tenant Name

.....  
Signature

.....  
Date

## OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK – The following identification has been photocopied and is attached to this application

Item	Points	Initial	Item	Points	Initial
Drivers Licence	40		Vehicle Registration Certificate	20	
Passport	40		Bank Statement	20	
Other Photo ID	20		Telephone Account	20	
Current Wage Advise	30		Electricity Account	20	
Previous Tenancy Reference	20		Gas Account	20	
Previous 2 Rent Receipts	20			20	

Item	Initial	Item	Initial
Personal Reference Checked		Previous Agent Lessor Checked	
Tenancy Database Checked		Lessor Notified – Approved	
Employment Checked		Applicant Notified	