



Tenancy Application Form

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission. EACH applicant must complete an individual application.

I, _____

<NAME/S>

confirm that I have seen the property

<PROPERTY ADDRESS>

on _____ and wish to apply for the property in its current condition.

<DATE>

Reubendrake Policy & Procedures

- Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- Applications are processed Monday to Friday only, please allow 2 business days.
- Each applicant must submit an individual form with 100 points of photocopied identification for each applicant. Please complete all details accurately, as incorrect details could void your application.
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA).

Applications are referred to the owner of the property and the owners' decision is considered final.

COMPULSORY			
Income / Pay Slips		Drivers Licence	40 Points
Centrelink Statement		Proof of Address	25 Points
Current Bank Statement		Birth Certificate	70 Points
Photo of All Pets (if applicable)		Council Rates Notice	25 Points
		Bank Card /Medicare Card	25 Points
		Current Passport	70 Points

Should Your Application Be Successful

- You will be required to pay the first weeks rent within 24 hours to secure the property. The property will not be removed from our availability list until the Tenancy Agreement has been signed. A tenancy induction will be conducted with all tenants as soon as possible after approval. Once the Tenancy Agreement has been signed, you will be required pay another weeks rent and the bond. We require cleared funds to our account before the keys are collected.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- We are a CASHLESS office. Methods of payments options are Direct Bank Transfer, BPAY or Direct Debit through our Reubendrake Direct Debit system . A small fee of \$1.00 will be charged to your nominated account per transaction if you choose the direct debit option. By completing this application you have agreed to these payment methods.
- We do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.

I have read, understand and agree to all of the terms above

Signed _____

If you are unable to sign the application electronically -
typing your name here will acknowledge your consent to the terms of application.



Property Details

Proposed Property			
Rent per week	\$	Preferred lease term	MONTHS Preferred start date

Personal Details

Full Name			
Date of Birth		Marital Status	
Mobile		Email	
Total Number of Occupants to reside at the premises		Name	Age
Name	Age	Name	Age
Name	Age	Name	Age
Have you been known by another name/s?	Yes No	Smoker	Yes No
Passport No.		Country	

Pets

Type of Pets		Small Medium Large	Inside Outside	Number of Pets	
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Vehicles

Make		Model			
Year		Registration		Drivers Lic No.	
Do you own a boat/caravan/trailer that will be kept at the property?			Yes No	Type	

Residency Details (if you currently own your property, please provide a copy of your latest rates notice)

Current Address			
Occupancy Period		Rent Paid	\$
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	

Previous Address			
Occupancy Period		Rent Paid	\$
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	
Bond Refunded?	Yes No	If not, why not?	

Home Owner?	Yes No	If your currently own an investment property, please provide a copy of your latest rates notice
Investment Property Owner?	Yes No	If your currently own an investment property, please provide a copy of your latest rates notice



Current Occupation (Proof of income provided)

Current Occupation					
Current Employer					
Employer Address					
Payroll Contact		Ph		Email..	
Employment Period		Gross Weekly Salary		\$	Net \$
If employed for less than 6 months - Provide previous employer					

If Self Employed

Name of Business					
Type of Business					
Address of Business					
Accountants Details				Ph	
Average Weekly Income		\$	Period of Self Employment		
If employed for less than 6 months - Provide previous employer					

Other Income Details	eg. Centrelink
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Education

Name of TAFE / Uni		
Faculty / Course		Student Number

Personal References

Name		
Address		Ph
Relationship		How long known?

Name		
Address		Ph
Relationship		How long known?

Business / Work References (Must be different to payroll contact)

Name		
Business Name		Ph
Address		

Name		
Business Name		Ph
Address		

Emergency Contact

Name		
Address		Ph

Pet Application and Agreement

Property Address _____

Tenant Name _____



Pet Details

Item	Pet 1	Pet 2
Type / Breed of Pet/s		
Name/s		
Age		
De-sexed		
Council Registration Number		
Description		
Photo Provided?		

Emergency Pet Carer

Name		
Address		
Phone Number	Work Number	Mobile Number

Vetnarian

Name		
Address		
Phone Number	Work Number	Mobile Number

TERMS AND CONDITIONS

The Tenant/s acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Approval is not guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
7. By signing below you are only asking for approval for the above-mentioned pet/s to be accepted at the property for which you are applying.
8. That the pet/s will not be fed on carpeted areas inside the property.
9. During the tenancy, when a Routine Inspection is to be conducted, please ensure your pet/s are tied up and restrained at all times.
10. The Tenant/s are required to ensure that the Approved Pet/s are registered with the Local Council at all times, and all relevant laws relating to the keeping of animals are complied with at all times.
11. The tenant/s agrees that there should be evidence of pet urine or smells in the property, it will be professionally cleaned and deodorized, or if necessary the affected carpet and underlay is to be replaced at the tenant/s own expense.
12. That the pet/s shall not be allowed outside of the premises unsupervised .
13. That the pet/s will not become an annoyance or source of discomfort to other tenant/s or neighbours.
14. To ensure grounds and surrounding outdoor areas are kept clean and free from animal faeces and other mess.
15. To repair any damage caused by the pet immediately, including re-turfing of lawns if there are track marks, holes or worn out areas, and any significant damage to ground level, walls, doors, carpet, fly screens, fences or furniture.

Acknowledgement by Applicant

Applicant Name	Signature	Date
Applicant Name	Signature	Date
Applicant Name	Signature	Date

After Processing Application

Application Result

DECLINED

APPROVED

The above mentioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.

Authorisation by Agent / Lessor

Applicant Name	Signature	Date
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Privacy Statement

Privacy Disclosure Statement

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 including maintenance contractors and owners 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 Business Manager. If you do not complete this form or do not sign the consent below, your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Consent

I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise Reubendrake to collect information about me from:

1. My previous letting agents and/or landlords;
2. My personal, business/work/employment & emergency referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any future 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 Reubendrake to disclose the personal information collected about me to the owner of the property and to any third parties such as valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies, other agents and tenancy default databases.

I acknowledge that this application is subject to the approval of the owner. 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.

Applicant Name _____

Signature _____ **Date** _____

If you are unable to sign the application electronically - Typing your name here will acknowledge your consent to the terms of the application.