



Express Real Estate

Shop 6-189 Station Road Burpengary QLD 4505 P: (07) 3888 4555 F: (07) 3888 7659 E:rentals@bossexpress.com.au W: www.bossexpress.com.au

TENANCY APPLICATION FORM

IMPORTANT: PLEASE DETATCH AND KEEP THIS COVER PAGE

Making an Application

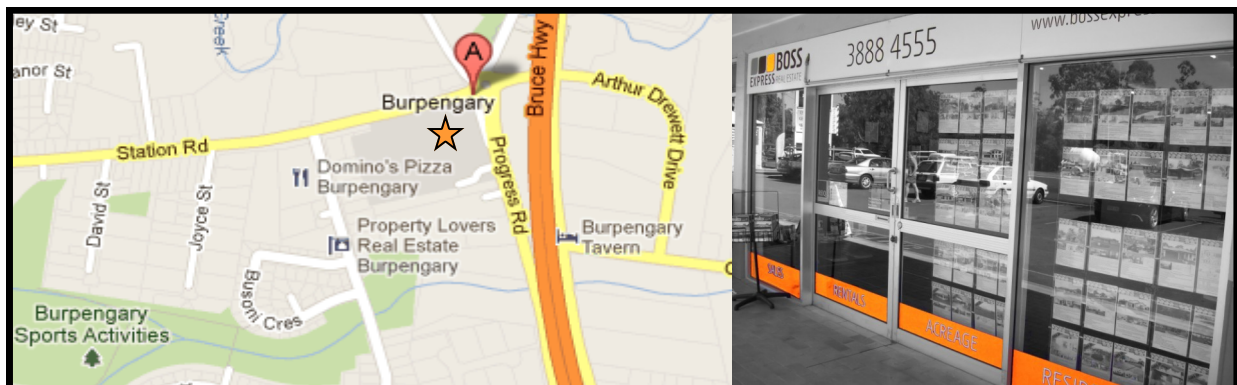
- This application is NOT subject to viewing the property. If for any reason you decide to withdraw, please call our office immediately.
- EVERY PERSON OVER 18 YEARS OF AGE intending to reside at the property must fill out a separate application form. ALL applications must be received before processing will commence.
- Before submitting your application, you must fill in all sections, read and sign all pages, and provide all necessary documentation.
Incomplete forms will not be processed.
- You can post, fax, email or drop in your application. See office details above.
- Allow 2 business days to process applications. However, this may depend on how quickly we can get in contact with your references. Each application is presented to the owner of the property, and approval is solely at the owners discretion.

Monies On Approval

- Upon approval of your application, you have 24 hours to pay your **First 2 weeks Rent** in order to secure the property. This money is **NOT** refundable if you change your mind.

Signing The Lease

- You will need to make an appointment with the property manager to sign the Residential Tenancy Agreement, all tenants **MUST** be present to sign the lease.
- You will also need to pay the bond (4 weeks rent) **BEFORE** you start your lease. Please note we **DO NOT** accept bond transfers.
- The entry condition report and keys to the property will be made available to you on the first day of the lease. You will need to sign all relevant paperwork and collect documentation and keys from our office within normal business hours (Monday - Friday 9am - 5pm).



Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Boss Express Real Estate

ADDRESS: Shop 6/189 Station Road

SUBURB: BURPENGARY

STATE: QLD

POSTCODE: 4505

PHONE:

07 3888 4555

MOBILE:

FAX:

07 3888 7659

EMAIL:

rentals@bossexpress.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly Bond: \$ _____

Tenancy Term: _____ Fixed term agreement 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:

_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____ AGENT/LESSOR PHONE: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

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: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFeree 1:				RELATIONSHIP:	
ADDRESS:					
SUBURB:	STATE:	POSTCODE:		PHONE/MOBILE:	
REFeree 2:				RELATIONSHIP:	
ADDRESS:					
SUBURB:	STATE:	POSTCODE:		PHONE/MOBILE:	

ITEM 12: PERSONAL REPRESENTATIVE

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

REPRESENTATIVE 1:				RELATIONSHIP:	
ADDRESS:					
SUBURB:	STATE:	POSTCODE:		PHONE/MOBILE:	
REPRESENTATIVE 2:				RELATIONSHIP:	
ADDRESS:					
SUBURB:	STATE:	POSTCODE:		PHONE/MOBILE:	

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.

INITIALS

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.
 - 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 signed the agency's Privacy Notice and Consent. 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: _____