

TENANCY APPLICATION

Gold Fortune Property Pty Ltd
67 Landis Street, McDowall QLD 4053
Mobile: 0430 990 113
Email: rental@gfproperty.net

When applying for a property, ALL OCCUPANTS must complete an application form. Applications will not be processed until all applications have been received along with photocopied supporting documents attached. We will submit your application to the owner within 24 and have a final decision to you within 48 hours.

Names of Each Applicant Applying for the Property

Who will reside at this Property? (Please supply full names and ages of all people)			
1]	Age:	4]	Age:
2]	Age:	5]	Age:
3]	Age:	6]	Age:

Address of Property You Wish to Rent

Property Address:	
Move In Date	Rent / Week \$
Lease Term	Bond \$ (4 weeks rent)

Personal Details

Full Name:		Date of Birth
☎ Mobile	☎ Home	Email
Driver's Licence No.		Passport No.
Motor vehicle will be kept at premise? Yes/No (please circle)		Rego Model

Current Address:		
How long have you lived at your current address	Year Months	Owned Rented (please circle)
Rent Paid \$	Reason for moving	
Name of landlord or agent:		
☎ Phone	☎ Fax	

Previous Address:			(if you live current address less than 2 years)
How long have you lived at your current address	Year Months	Owned Rented (please circle)	
Rent Paid \$	Reason for moving		
Name of landlord or agent:			
☎ Phone	Email		

Employer's Name:	
Your Position	Length of employment
Net income/week	Full Time / Part Time / Casual / Contract (please circle)
Contact Name	☎ Phone

Personal Reference (NOT RELATED):		Relationship
Address		
☎ Phone	☎ Home	

Emergency Contact:		Relationship
Address		
☎ Phone	Occupation	

Pets	Yes / No (please circle)	Type	Breed
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Supporting Documents

Photo Identification	<input type="checkbox"/> Passport <input type="checkbox"/> Driver License <input type="checkbox"/> Company Staff ID
Rental or Ownership History	<input type="checkbox"/> Tenant Ledger <input type="checkbox"/> Rent Receipts <input type="checkbox"/> Rental Reference <input type="checkbox"/> Rates Notice
Proof of Current Address	<input type="checkbox"/> Electricity Account <input type="checkbox"/> Phone Account <input type="checkbox"/> Vehical Registration
Proof of Income	<input type="checkbox"/> Recent 2 Payslips <input type="checkbox"/> Bank Statement <input type="checkbox"/> Company Contract <input type="checkbox"/> Centrelink Statement

Conditions for Application

(initial below)

You will be required to immediately pay a deposit of 2 weeks rent to secure the property after your application has been approved	
We require 2 weeks rent and 4 weeks bond prior to taking possession of the property	
Our office does not accept bond transfers	
All parties to the lease must attend a 30 minute sign up appointment	
We are unable to hand over keys until tenancy documents are signed, all money is paid and the lease has started	
If your application is approved and you fail to sign lease etc your holding deposit will be forfeited	

Declaration

During my inspection of the Property on ____/____/____ I accept the property as inspected. I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

Applicant's Full Name _____

Applicant's Signature _____ Date _____

Free Utility Connection Service

- Yes, please call me to arrange the following services **FREE** of charge (normal connection fees apply)
- | | | | |
|--------------------------------------|------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Telephone | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Pay TV | <input type="checkbox"/> Insurance | <input type="checkbox"/> Change of Address | <input type="checkbox"/> Moving Quote |

OFFICE USE ONLY

Office Notes

- 100 point proof of identification checked
- TICA database checked & printed
- Employer references checked
- Existing agent / landlord checked
- Previous agent/landlord checked
- Credit references checked (ie: bank / BAS statement)
- Personal references checked
- Application run by Property Manager
- Property Manager checked with landlord
- Approved / Declined Date** ____ / ____ / ____
- Prospective tenant notified, details of monies to be paid
- Commencement date confirmed
- Two weeks rent & bond paid to secure property for tenant
- Removed from the web, rental list & whiteboard

REQUEST FOR RENTAL REFERENCE

Gold Fortune Property Pty Ltd
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PRIVACY DISCLOSURE STATEMENT OF Gold Fortune Property 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 Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of **Gold Fortune Property Pty Ltd**. I authorise **Gold Fortune Property Pty Ltd** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise **Gold Fortune Property Pty Ltd** 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 to include TICA and NTD.

I authorise **Gold Fortune Property Pty Ltd** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by contacted by electronic and or/SMS methods.

Current Rental Address _____

Applicant's Full Name _____

Applicant's Signature _____ Date _____

OFFICE USE ONLY

Agency Name: _____	Fax: _____	Date: _____
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Tenant's Name: _____

Property Rented: _____

Were the Applicant's the actual lessee at the provided address?	YES	NO
Did your office terminate the tenancy? If YES , why? _____	YES	NO
During the tenancy was the applicant ever in arrears?	YES	NO
During the tenancy did the applicant receive arrears notices? If YES , how many? _____	YES	NO
Was a Notice to Remedy Breach ever issued? If YES , why and how many? _____	YES	NO
Were periodic inspections carried out?	YES	NO
Were there any problems with inspections? If YES , please give details: _____	YES	NO
Did the tenants regular maintain garden and lawns?	YES	NO
Was peace & quiet enjoyed by neighbours of surrounding homes?	YES	NO
Was there cause to report any defaults to TICA or NTD? If YES , why? _____	YES	NO
Were there any deductions from the bond? If YES , details: _____	YES	NO
Were pets kept on the premises?	YES	NO
Were pets kept on the premises without permission?	YES	NO
Would you rent to the tenant/s again? If NO , why? _____	YES	NO

Additional Comments: _____

REQUEST FOR EMPLOYMENT REFERENCE

Gold Fortune Property Pty Ltd
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Company Name		
Attention		
Phone	Fax	Email
To (employer) _____		
I, _____ hereby authorise you to confirm my employment details to assist with my rental application to Gold Fortune Property Pty Ltd.		
Applicant's Signature _____		Date _____

Employer Use Only	
Position Held?	
Length of Employment?	
Type of employment - Full Time / Part Time / Casual	(please circle)
Net amount of earnings per week / fortnight / month	\$
Do you believe this person to be a stable employee?	Yes / NO (please circle)
Any other comments?	