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TENANCY APPLICATION FORM



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07 3480 5366

Tenancy

APPLICATION FORM

Phone: 3480 5366
Fax: 3480 5892
PO Box: 606, North Lakes QLD 4509
Email: rentals@bowmakerrealty.com.au

9c/4 Burke Crescent
North Lakes
QLD 4509

✔ APPLICATION PROCESS

We Applications will not be processed unless all required information is supplied. Applications are processed Monday to Friday only.

We will endeavour to process your application within 2 business days of receipt of your application. Should the process take longer, it is generally because we are waiting on answers from references or lessor's.

✔ INFORMATION VERIFICATION

To verify your application information we contact National Tenancy Data Bases. If you have had a problem with a previous tenancy, please discuss the circumstances with us.

We will also contact your employer/HR Manager, current & previous Agent/Lessor and personal referees.

✔ ACCEPTANCE OF APPLICATION

Once your application has been approved, you will be required to pay 2 weeks rent to secure the property in your name within 24 hours of approval. Please note, this is not a deposit and is non-refundable.

Should this not be done, your approval may be deemed null and void and the next application may be given the opportunity to secure the property.

✔ CONNECTION OF UTILITIES

It is the tenant's responsibility to connect all utilities and to ensure that it is disconnected at the end of a tenancy. All connection costs and deposits are the tenant's responsibility.

Once you have paid your 2 weeks rent, you can go ahead and arrange for the connection of your utilities including electricity, phone, gas etc for the day your lease starts.

Please note: Should the property have a Solar 'Feed in' Inverter installed the Electricity account must remain with the Owner of the property.

✔ SIGNING THE TENANCY AGREEMENT

An appointment will be made to sign the lease documentation in our office Monday to Friday. Please allow at least 30 minutes. This is an important appointment and must be completed as soon as possible. All parties must be present to sign the lease. In accordance with the Residential Tenancies Authority and Rooming Accommodation Act 2008, a sample copy of the Tenancy Agreement is available from our office, as is the Renting a House or Unit in Queensland

Information Statement.

Please advise us if you would like to receive these prior to making your application, otherwise they will be issued to you prior to signing.

✔ COLLECTING KEYS TO THE PROPERTY

Keys to the property will not be handed over until all monies are paid in full, the lease documents are signed by all parties and the lease start date has commenced.

✔ PAYMENT OF RENT & BOND

Prior to moving in you will be required to pay a full bond (normally 4 weeks rent) plus the first 2 weeks rent. Please note we do NOT accept bond transfers.

✔ ENTRY CONDITION REPORT

When you move into the property, pay particular attention to the content of the Entry Condition Report and make sure you mark anything not already noted on the report.

If you do not mark it down you may be liable for discrepancies when you vacate. Ensure you read the guidelines on the cover sheet of the entry condition report thoroughly. **You must return the entry condition report to our office within three (3) days of moving into the property.**

Please keep the report with the tenant's pack we provide you as you will need to refer to it when vacating the property.

✔ TENANCY DATA BASE DISCLOSURE

Tenancy Databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

Tenancy databases used by the agency are listed at Part Five of the application.

What if I am listed?

If you are listed on a Tenancy Database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get more information?

If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

Application

FOR RESIDENTIAL TENANCY

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

1. AGENT DETAILS

AGENCY NAME : Bowmaker Investments Pty Trading as Bowmaker Rentals

ADDRESS : 9c/4 Burke Crescent, North Lakes QLD 4509

PHONE/S : 07 3480 5366

EMAIL : rentals@bowmakerrealty.com.au

FAX : 07 3480 5892

2. PROPERTY DETAILS

ADDRESS:

RENT: \$ (Weekly/Fortnightly/Monthly)

BOND: \$

TENANCY TERM: Fixed term agreement Periodic agreement

STARTING ON: Ending on:

PART 2: APPLICANT DETAILS

3. CONTACT DETAILS

FULL NAME: D.O.B

Have you been known by any other names? Yes No

If yes, what others name(s) have you been known by?

PHONE & EMAIL: Work phone: Mobile:

Home phone:

Email:

DRIVER'S LICENCE: Driver's license/Passport number: State:

Number of vehicles: Registration number(s):

4. DEPENDANTS

Do you have any dependants? Yes No

Dependant full name(s):	Relationship:	D.O.B:
.....
.....
.....

5. SMOKING

Are you or any of the dependants living with you a smoker? Yes No

6. PETS

Do you intend to keep pets at the property? Yes No

Number of pets: Type of pets:

Are your pets registered with a council? Yes No

If yes, please state which council:

7. APPLICANTS ADDRESS HISTORY

Current residential address:

Period of occupancy:

Type of occupancy: Rent Owner Other:

Current agent/lessor: (If renting) Agent/Lessor PH:

Current rent: (Weekly/fortnightly/monthly)

Reason for leaving:

Previous residential address:

Period of occupancy:

Type of occupancy: Rent Owner Other:

Previous agent/lessor: (If renting) Agent/Lessor PH:

Previous rent: (Weekly/fortnightly/monthly)

Reason for leaving:

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 unemployed:

Employer/Business name: Phone:

Address:

If self employed, accountants name:

9. CENTRELINK PAYMENTS

Are you receiving any regular centrelink payments? Yes No

Description of payment(s):

Total income: \$ (Per week)

Date payments commenced:

10. STUDENT DETAILS

Are you studying full time? Yes No

Name of education institution you are currently attending:

Student ID Number:

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

11. PERSONAL REFERENCES

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

Referee 1: Relationship:

Address:

Phone/Mobile:

Referee 2: Relationship:

Address:

Phone/Mobile:

12. PERSONAL REPRESENTATIVE

I.E. Preferred person(s) to be contacted in the event of an emergency.

Representative 1: Relationship:

Address:

Phone/Mobile:

Representative 2: Relationship:

Address:

Phone/Mobile:

PART 3. SUPPORTING DOCUMENTS

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 Citizen certificate

40 POINTS:

Australian driver's license Student photo ID

Department of veterans affairs card Centrelink card

State/Federal government photo ID Proof of age card

25 POINTS:

Medicare card Motor vehicle registration

Telephone bill Electricity bill

Gas bill Tenancy history ledger

Rent bond receipt Credit card statement

Previous tenancy agreement Bank statement

Last four rent receipts Council rates notice

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.

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. TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

TICA, Barclays Mis
.....

PART 6. 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. Yes No
2.1 For such purposes, I authorize 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.
2.2 In doing so, I understand that information provided by me may be disclosed to, further information obtained from, referees named in this application and other relevant third parties.
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 this agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, 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. I Declare that the above information is true & correct and that I have supplied it on my own free will. Yes No

Name of applicant:

Signature:

Date:

Privacy

DISCLOSURE STATEMENT

PO Box: 606, North Lakes Q 4509
A: 9c 4 Burke Crescent, North Lakes
T: 3480 5366 | F: 3480 5892
E: rentals@bowmakerrealty.com.au

We are an independently owned and operated business. We are bound by the National Privacy principals. We collect personal information about you in this form to assess your application for a residential tenancy.

PRIVACY POLICY

We may need to collect personal information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information to you about 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 office and speaking to our Property Management Department.

If you do not complete this form or do not sign the consent below, your application for a residential tenancy may not be considered.

PRIVACY CONSENT

I, the applicant acknowledge that I have read the Privacy Disclosure Statement of Bowmaker Realty. I authorise Bowmaker Realty to collect information about me from:

- My previous letting agent(s) or landlord(s)
- My personal referees
- My current employers or accountant
- Any Tenancy Default Database, which may contain personal information about me. I also authorise Bowmaker Realty 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.

I authorise Bowmaker Realty to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside of Australia and to any third parties such as valuers, contractors, salespersons, insurance companies, body corporate, other agents and tenancy default databases.

I HAVE READ, UNDERSTOOD AND AGREE TO ALL OF THE ABOVE DISCLOSURE.

Name of applicant:

Signature:

Date:

Pet Application AND AGREEMENT

PROPERTY SPECIFICS

PROPERTY ADDRESS:

TENANT NAME:

AGENCY DETAILS: Bowmaker Rentals.....
9c/4 Burke Crescent, North Lakes QLD 4509.....
(07) 3480 5366.....

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted.
Please note: This form is not relevant for Guide, Hearing and Assistance Dogs.
If unsure please contact our Agency prior to completing this Pet Application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement Form.

PET 1: Type of pet: Breed:
Name: Age: Size:
Desexed: Yes No Indoor / Outdoor
Colour: Council Reg #:

PET 2: Type of pet: Breed:
Name: Age: Size:
Desexed: Yes No Indoor Outdoor
Colour: Council reg #:

EMERGENCY PET CARER

NAME: Home number:

MOBILE NUMBER: Work number:

ADDRESS:

VETERINARIAN

NAME: Phone number:

FAX NUMBER: After hours #:

ADDRESS:

Pet Application AND AGREEMENT

TERMS AND CONDITIONS

The Tenant acknowledges that the owner's approval of the tenant's application is conditional upon the tenant complying with the following terms and the general terms of the lease agreement and clause 9. of the attached Addendum A:

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/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the 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 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. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.

ACKNOWLEDGEMENT BY APPLICANT

Name of applicant:

Signature:

Date:

Name of applicant:

Signature:

Date:

APPLICATION RESULT

Application for pets: Approved Declined

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency name: Bowmaker Rentals

Signature:

Date:



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Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans, but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au

P: 1300 911 947 www.movemein.com.au

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