

## **LODGING YOUR TENANCY APPLICATION**

**River City Property Sales 'N' Management is a CASH FREE OFFICE**, it is for the safety of our wonderful staff that we do not accept cash, if you are successful with your application your rental payment alternatives are:

**National Australia Bank**  
**Pexbury Pty Ltd Trust Account**  
**Internet – BSB: 084009 Acc: 5177 221 02 (NAB)**  
**Direct Debit AS above**  
**Money Order – Purchased from Australia Post**  
**Cheque – Company or Personal (allowing 3 days to clear)**

- Applications are processed from Monday to Friday and may require up to 2 working days to be finalised.
- When completing an application please ensure that ALL details asked for are supplied and that the attached privacy act is SIGNED.
- To lodge your application you will be required to provide the following:
  - **100 Points of Identification** (see page 2), one which must have your current address: i.e. Drivers License, Passport, Phone/Energy Account, Key Card etc.
  - **Proof of Income** i.e. – Last three Payslips, Letter of Appointment, Recent bank statement, Centrelink/Pension Statements
  - If Currently Renting through an Agent – **Up-To-Date Tenancy Ledger if possible**
- All parties who will be contributing to rental payments must complete and support an application form in their own right.
- River City Real Estate does not under any circumstances accept bond transfers.
- Prior to receiving the keys you will be required to pay your bond of 4 weeks rent and 2 weeks rent as either **direct deposit** (within 24 hours of your application being approved), **money order** or **bank cheque**.
- Lease agreements are signed up between the hours of 10am – 4pm Monday – Friday. An appointment must be made to come into the office to sign your lease agreement prior to the commencement date of your lease agreement.

We would like to take this opportunity to thank you for allowing **River City Real Estate** to assist you in your rental requirements and should you have any queries in relation to your application form please feel free to speak with one of our professional Property Management staff.



Shop 3/941 Wynnum Road, Cannon Hill QLD 4170
Phone: (07) 3399 3444 Fax: (07) 3899 1050
Email: rentals@rivercityre.com.au

APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY: \_\_\_\_\_

Free Utility Connection

A FREE Utility Connection Service myconnect
Please tick here, and myconnect will call you to help connect your Electricity, Gas, Water, Telephone and Internet services.
I would like to use myconnect to assist with the connection of utilities at my new property.
Electricity Gas Telephone Internet Pay TV
Preferred Connection Date: \_\_\_/\_\_\_/\_\_\_
NAME OF PROPERTY MANAGER

Please provide 100 points of identification

The following identification has been photocopied and attached.
Drivers License 40 Birth Certificate 20
Passport 40 Medicare or Credit Card 20
Last 3 Rent Receipts 30 Gas, Elect or Ph Account 20
Last 3 Payslips 30 Pension/Concession Card 20

FIRST APPLICANT

SECOND APPLICANT

Form for First Applicant with fields for Full name, Mobile, Home Ph, Date of Birth, Drivers License No, Email Address, Occupation, Period of Employment, Net Income, Contact Name & Ph, Contact Number, Present Address, Name of Agent/Owner, Contact details, Rent p/wk paid, Previous Address, Name of Agent/Owner, Contact details, Rent p/wk paid, Personal Referees, and eviction/debt questions.

Form for Second Applicant with fields for Full name, Mobile, Home Ph, Date of Birth, Drivers License No, Email Address, Occupation, Period of Employment, Net Income, Contact Name & Ph, Contact Number, Present Address, Name of Agent/Owner, Contact details, Rent p/wk paid, Previous Address, Name of Agent/Owner, Contact details, Rent p/wk paid, Personal Referees, and eviction/debt questions.

**Applicant 1**

**First contact, Full name of relative for Emergency:  
(or other persons)**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

Mobile \_\_\_\_\_ Home Ph: \_\_\_\_\_

Email Address:

\_\_\_\_\_

**Relationship**

\_\_\_\_\_

**Second contact, Full name of relative for Emergency:  
(or other persons)**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

Mobile \_\_\_\_\_ Home Ph: \_\_\_\_\_

Email Address:

\_\_\_\_\_

**Relationship**

\_\_\_\_\_

**Applicant 2**

**First contact, Full name of relative for Emergency:  
(or other persons)**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

Mobile \_\_\_\_\_ Home Ph: \_\_\_\_\_

Email Address:

\_\_\_\_\_

**Relationship**

\_\_\_\_\_

**Second contact, Full name of relative for Emergency:  
(or other persons)**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

Mobile \_\_\_\_\_ Home Ph: \_\_\_\_\_

Email Address:

\_\_\_\_\_

**Relationship**

\_\_\_\_\_

Full names of all other occupants (*show ages of children*)

Total number of vehicles to be kept at premises:  
Car Registration No: \_\_\_\_\_ Model: \_\_\_\_\_  
Car Registration No: \_\_\_\_\_ Model: \_\_\_\_\_

1. I/we, the applicant(s) declare that the above information is true and correct and that I/we have supplied it of our own free will AND I/we hereby authorise you as the letting agent, to conduct any inquiries, and/or searches multimedia. including any tenancy information databases in order to verify the above information.
  2. I/we acknowledge that any false information I/we provide in this application could jeopardise this application and any subsequent tenancy agreement I/we enter into on approval by the lessor or agent.
  3. I/we acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
  4. I/we the applicant(s) declare that I/we am/are not bankrupt and that the rental is within my/our means.
  5. I/we have inspected the premises and wish to take a tenancy for a period of **\_\_\_ months** from \_\_\_/\_\_\_/\_\_\_ at a rental of \$\_\_\_\_\_ **per week**. I/we also undertake to pay a rental bond of \$\_\_\_\_\_ when I/we sign the Tenancy Agreement.
  6. I/we understand that once we have been approved for the property and the holding deposit has been paid, if decide to no longer go forth with the agreement I/we understand that we forfeit the holding deposit as a penalty.
- First Applicant Signature \_\_\_\_\_ Contact No: \_\_\_\_\_
- Second Applicant Signature \_\_\_\_\_ Contact No: \_\_\_\_\_
- Dated: \_\_\_/\_\_\_/\_\_\_

**OFFICE USE ONLY**

Personal References Checked: YES/NO WHO: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_

Previous Lessor/Agent Checked: YES/NO WHO: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_

Employment Checked: YES/NO WHO: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_

Lessor Notified – Approved: YES/NO WHO: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_

Applicant/s Notified: YES/NO WHO: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_

TICA Check Conducted: YES/NO WHO: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_



## PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s \_\_\_\_\_

Signed by applicants \_\_\_\_\_

Signed by member

Dated