Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME: Auton Global Trade Pty Ltd T/A Square Real Estate

ADDRESS: Level 11, 100 Edward Street

SUBURB: Brisbane City STATE: QLD POSTCODE: 4000

PHONE: 07 3012 8127 MOBILE: 0423 863 999 FAX: EMAIL: rentals@squareqld.com.au / grace.hu@squareqld.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 *(Note: initials not required if signed with Electronic Signature)*

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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: FAX: EMAIL:

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: FAX: EMAIL:

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:

ADDRESS:

SUBURB: STATE: POSTCODE:

PHONE: FAX: EMAIL:

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:

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ITEM 11: PERSONAL REFERENCES

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

REFEREE 1: RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB: STATE: POSTCODE:

REFEREE 2: RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB: STATE: POSTCODE:

ITEM 12: PERSONAL REPRESENTATIVE

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

REPRESENTATIVE 1: RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB: STATE: POSTCODE:

REPRESENTATIVE 2: RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB: STATE: POSTCODE:

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.

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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:

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 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:** _____

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