

**WARNING: You Must Read This Information Prior To Completing Your Application Form. If Your Form Is Not Filled In Correctly It Will Not Be Processed And You May Miss Out On The Property.**

1. One application must be filled in for each person wanting to reside in the property.
2. Applications that are not complete will not be processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. If you are successful you will be required to pay the equivalent of 6 weeks rent in the form of a Bank Guarantee Cheque or Money Order made out to Rental Management Australia, this is two weeks rent upfront and the equivalent of 4 weeks rent as bond.  
**CASH AND INTERNET TRANSFER WILL NOT BE ACCEPTED.** All parties will be required to attend a sign-up appointment within 24-48 hours of acceptance.

**Your application must contain copies of proof of identification and proof of income. Outlined below are examples of suitable proof. If these are not present your application will not be processed.**

**1. Identification** We require **100 points** of identification as per the options list below

- |   |                           |
|---|---------------------------|
| <input checked="" type="checkbox"/> Drivers License, Passport, 18+ Card, Copy of Birth Certificate  | <b>50 points per item</b> |
| <input checked="" type="checkbox"/> Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account | <b>25 points per item</b> |

**2. Proof of Income**

We require a copy of any of the following:

- Your last 2 payslips
- Employment Contract
- Letter of Parental Support (if insufficient independent income)
- Bank statements showing regular lump sum deposits



**Complete the attached form and don't forget to sign at the top of the last page...**

**How Long Does It Take To Process An Application?**

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours.

**DISCLOSURE REQUIRED BY THE ACT**

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorise you as the Letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Lessor. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I the Applicant declare that I am not bankrupt and that the rental is within my means.

**Download additional tenancy application forms from [www.rmaproperty.com.au](http://www.rmaproperty.com.au)**

**RIVERHILLS OFFICE**

PO Box 482 Mt Ommaney QLD 4074

T: 0477 477 237

**PROPERTY ADDRESS:** \_\_\_\_\_

I have inspected the property listed above and wish to rent the property for a period of \_\_\_\_\_ months starting on \_\_\_\_\_, at a rental price of \$ \_\_\_\_\_ per week.

I will also be required to pay a minimum rental bond of 4 weeks rent.

## APPLICANTS DETAILS

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_ Drivers License No: \_\_\_\_\_ Exp: \_\_\_\_\_

Is someone else applying with you to rent this property: Yes / No

If Yes, please list name/s \_\_\_\_\_

Name & Age of children to reside at the property: \_\_\_\_\_

**PRESENT ADDRESS** Date From: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Agent / Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ / week

**PREVIOUS ADDRESS** Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Agent / Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ / week

## OCCUPATION

Occupation: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Length of Time Employed: \_\_\_\_\_ Full Time/Part Time (Hours p/w): \_\_\_\_\_ Net Income (after Tax): \_\_\_\_\_ weekly

## IF SELF EMPLOYED

Name of Business: \_\_\_\_\_ Industry: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Net Income (after Tax): \_\_\_\_\_ weekly

## IF STUDENT

University: \_\_\_\_\_ Name and Length of Course: \_\_\_\_\_

Are you receiving Government Assistance? Yes / No (please provide proof)

Are you applying for Department of Housing Assistance? Yes/ No

Are you receiving Parental/Guardian Assistance? Yes / No (please provide letter)


## PETS

Will you have pets at the property? Yes / No If Yes, How Many: \_\_\_\_\_ Type: \_\_\_\_\_

## Person to Contact in case of Emergency (Not Living with You)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you (eg: Mum, Brother): \_\_\_\_\_

## RENT PAYMENT OPTIONS

Via BPAY from a cheque or savings account   
(No charge)

**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. I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the Agency to contact any of my referees provided by me in my tenancy application. I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my information may be recorded as making an inquiry. I 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 agree and understand that should I fail to provide the database member with the information and acknowledgements required the Agency may elect not to proceed with my tenancy application. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY BELOW**

## URGENT REQUEST FOR RENTAL REFERENCE

**AGENCY:** \_\_\_\_\_

**FAX NO:** \_\_\_\_\_

Our Agency has received an application for tenancy. The Applicant has provided your details as a current or previous Lessor or Lessor/s Agent, and has authorised us to collect information about the tenancy from you / the Agency. A copy of the applicant's signed Privacy Consent is above.

**Please complete the details below and return the form to our Agency today, as time is critical to both the Applicant and Lessor to finalise the processing of this application.**

**TENANT'S NAME:** \_\_\_\_\_

**PROPERTY RENTED:** \_\_\_\_\_

**PERIOD OF TIME RENTED THROUGH YOUR AGENCY** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **to** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RENT AMOUNT PAID PER WEEK \$** \_\_\_\_\_

- |   |          |
|---|----------|
| Was the tenant listed as a lessee?                      | YES / NO |
| Did you / your agency terminate the tenancy?            | YES / NO |
| During the tenancy, was the lessee ever in arrears?     | YES / NO |
| Did the tenant receive any Notice to Remedy's?          | YES / NO |
| If Yes - Reason/s                                       | YES / NO |
| Were periodic inspections conducted during the tenancy? | YES / NO |
| Was any damage noted during the inspections?            | YES / NO |
| Were pets kept on the premises without permission?      | YES / NO |
| Did the lessee leave the property clean and tidy?       | YES / NO |
| Was the bond refunded in full?                          | YES / NO |
| If No - Reason/s _____                                  | YES / NO |
| Would you or your agency rent to them again?            | YES / NO |

**Please return the completed form with a copy of the  
tenant ledger TODAY by email to: [mtommaney@rmaproperty.com.au](mailto:mtommaney@rmaproperty.com.au)**

**Completed By** \_\_\_\_\_ **Date** \_\_\_\_\_

## **“ADDENDUM A” – STANDARD SPECIAL CONDITIONS**

**OWNERS FULL NAME:**

**TENANTS FULL NAME:**

**ADDRESS OF TENANTS:**

1. A **Breach notice for non-payment of rent** will be issued for late rental payments. The tenant(s) understand that the agent is not obliged to make contact with the tenant to remind them of rent payments as an alternative to or prior to issuing this notice.
2. The tenant/s acknowledge and accept that rent is to be paid via BPAY, money order or bank cheque. The Tenant agrees to ensure that Rental Management Australia Pty Ltd receive the rent payment on the day it falls due and the tenant further acknowledges that they will receive a Breach Notice if the rent isn't received by Rental Management Australia Pty Ltd on the due date.
3. Where applicable, the tenant(s) will ensure that all furniture that can be moved over polished wooden floorboards, vinyl, slate and/or parquet flooring shall be fitted with **felt pads or some other form of protective covering** to prevent damage to the surface. This clause also prohibits the wearing of heeled shoes or other footwear that may otherwise mark and/or damage the floorboards.
4. The tenant agrees to use **drip trays on the driveways/garage & carport floors** at their expense to prevent any oil, grease or petrol leakage from motor vehicles. Failure to do so will result in the tenant being liable for professional cleaning.
5. The tenant agrees to **take the property “as viewed”**, and is aware that the owner is not obliged to carry out any changes, additions, modifications or improvements to the property whatsoever, except where required under law.
6. The tenant is aware that the agent will make routine inspections quarterly with an initial inspection approximately six (6) weeks after the commencement of the tenancy.
7. The tenant also agrees to contact the managing agent immediately if the smoke alarm(s) cease to be in working order and/or require maintenance.
8. The tenant agrees that if the property is fitted with an automatic reticulation system, the tenant is to replace the batteries in the system controller, at their own expense, on the first day of April during their tenancy.
9. The tenant agrees that unregistered or un-roadworthy vehicles are not to remain on the premises. Furthermore, the tenants acknowledge and accept that no vehicles are to be parked on the lawn.
10. The tenants are acknowledge and accept that they are required to **notify the agent within 14 days of any change of their employment** as per Section 53(2) of the Residential Tenancies Act. Penalty \$5000.00.
11. The tenant/s agree to allow representatives from the company of the managing agent (or a telemarketer employed by the same) to contact them from time to time with information pertaining to the purchase of property (or properties) and any other relevant sales information.
12. If the tenant fails to comply with any Act enforced by local council or a Water Authority, they accept that they will liable for any expenses and/or penalties involved in complying with that Act as required by the local council or Water Authority
13. The tenant acknowledges and accepts that under the provisions of the **Bush Fires Act 1954**, they are required to carry out fire prevention work on the subject property (either residential or rural). Persons who fail to comply with the requirements of the Act may be issued with an infringement notice from the relevant Shire or be prosecuted, and additionally local council may carry out the required work at the expense of the occupier.
14. The tenant acknowledges and accepts that in the event that the tenant requests and is granted permission to break their lease prior to the lease expiry date, the tenant will be responsible for all cost incurred by the owner. This includes: All rent and water payments up to the day before a new tenancy commences at the property, advertising the property in the printed press, and the unexpired portion of the Agents leasing fee.
15. The tenants acknowledge and accept that as part of the management of the property, the agent will take photographs during inspections that reflect the state and condition of the property. All care will be taken to avoid photographs that include the tenant, the tenant's children or the tenant's possessions.
16. The tenants acknowledge and accept that any costs incurred in connecting a telephone line, including the initial installation and re-installation of the telephone line, will be at the tenants expense.

17. The tenant/s agrees to allow representatives from the company of the Managing Agent to correspond with them via email and SMS. By consenting to receiving correspondence from the agency by email the tenants agree that it is their obligation to update their email address and mobile telephone number with the agency, when necessary. Note: Breaches and terminations will not be sent electronically... Yes, I/We agree\_\_\_\_\_ (initials)

**ACKNOWLEDGEMENT**

**I/we have READ AND UNDERSTOOD ALL THE ABOVE CLAUSES applicable to the Residential Tenancy Agreement for the above stated property. All queries relating to this document have been addressed to our satisfaction.**

**TENANT SIGNED:** \_\_\_\_\_

**TENANT SIGNED:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STATEMENT**

**PRIVACY DISCLOSURE STATEMENT OF  
RENTAL MANAGEMENT AUSTRALIA (QLD) PTY LTD  
RIVERHILLS SHOPPING PLAZA  
20 BOGONG STREET, RIVERHILLS, QLD 4074**

We are an independently owned and operated business. We are bound by the Australian 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 landlords/letting agents, current employer, and referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database from their website at [www.tica.com.au](http://www.tica.com.au). TICA can be contacted by phone at a cost of \$5.45 per minute on 1902220346 or by fax at a cost of \$33.00 Inc. GST or by mail to PO Box 120, Concord NSW 2137 at a cost of \$19.80 Inc. GST (stamped self-addressed envelope to be included). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this lease agreement relates. We may disclose your details to service providers relevant to the tenancy relationship including gas, electricity, water, maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other property at your request.

The tenant is invited to review a copy of the complete terms of the Agent's Privacy Policy enacted pursuant to the Privacy Act, 1988. Further details regarding the purposes for which the information is collected, the disclosures that are usually made of personal information collected by the Agent, the situations where the Agent is required to collect information by law, and any disclosure of information that may be made by the Agent overseas, can be obtained from the more detailed collection notice on the Agent's website.

You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

**PRIVACY CONSENT**

I, the tenant acknowledge that I am over 18 years of age, I have read and understand the Privacy Notice of Rental Management Australia (Qld) Pty Ltd. I authorize Rental Management Australia (Qld) Pty Ltd to collect information about me from:

My previous letting agents and or landlords and their insurers;  
My personal referees; and

Any tenant default database, which may contain personal information about me. I also authorize Rental Management Australia (Qld) Pty Ltd to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to Rental Management Australia (Qld) Pty Ltd subscribes.

TENANT SIGNED: \_\_\_\_\_

TENANT SIGNED: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_