



828 Old Cleveland Road, Carina QLD 4152

F (07) 38435277 T (07) 38439123

unitedvisionrentalsqld@remax.com.au

www.remaxunitedvision.com.au

IMPORTANT INFORMATION **BEFORE** SUBMITTING AN APPLICATION

Applications must be completed in FULL. No photocopies can be made in the office; all ID must be supplied by applicant before applications are handed in. If your work requires authority to check employment status, please ensure you do this prior to submitting an application.

Photocopies are available from local newsagencies
– Thank you RE/MAX United Vision



828 Old Cleveland Road, Carina QLD 4152
F (07) 38435277 T (07) 38439123
unitedvisionrentalsqld@remax.com.au
www.remaxunitedvision.com.au

TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied Each adult wishing to reside, must complete a separate Application

The property will not be held for you until the application has been approved and the first 2 weeks rent has been paid to our office in cleared funds within 24 hours of approval by money order, bank cheque or credit card (credit cards incur a fee of 1.76%)

OFFICE HOURS

Our office is open Monday to Friday 8:30am - 5:00pm and Saturday 9:00am - 1:00 pm only.

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification or your application cannot be processed. **If emailing, files must be <10mb or it will not be received and your application will not be processed**

REQUIRED SUPPORTING DOCUMENTS Guide to completing 100 Point ID check

<input type="checkbox"/>	Drivers Licence	30	<input type="checkbox"/>	Passport	30
<input type="checkbox"/>	18+ Card	30	<input type="checkbox"/>	Tenants Rent Ledger	20
<input type="checkbox"/>	Other Photo ID	30	<input type="checkbox"/>	Birth Certificate	40
<input type="checkbox"/>	Current Wage Advice	15	<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20	<input type="checkbox"/>	Compulsory – Copy of Current Visa	20
<input type="checkbox"/>	Bank Statement	10	<input type="checkbox"/>	Telephone Account	15
<input type="checkbox"/>	Bank/credit card statement	15	<input type="checkbox"/>	Pension Card	15
<input type="checkbox"/>	Council Rates	15	<input type="checkbox"/>	Electricity Account	15
<input type="checkbox"/>	Gas Account	15	<input type="checkbox"/>	Motor Vehicle registration Certificate	15
<input type="checkbox"/>	Certificate of Australian Citizenship	30	<input type="checkbox"/>	Health Care Card	10
<input type="checkbox"/>	Medicare Card	10			
TOTAL POINTS					

You are required to submit **PHOTOCOPIES** of supporting documents **with your application**. Your application will not be processed if sufficient ID cannot be given. Our office will require you to submit a minimum of 100 points for your application to be considered. If you do not have 100 points, please let us know and we will discuss this with you.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 – 48 hours depending on references etc however if we are unable to contact the landlord for approval of the application the process may take longer. If the files you are emailing with your application are too big <10mb they will not be received and processed. Unfortunately we cannot make a decision for the owner and we **MUST** have their approval before we approve or decline any applications. We will always advise you the outcome of your application and your patience is always appreciated.

SECURING THE PROPERTY – PAYMENT OF FULL OR PART BOND EQUIVALENT TO 2 WEEKS RENT MUST BE PAID WITHIN 24 HOURS OF APPLICATION APPROVAL

Once the application has been approved you will be required to pay a minimum of two week's rent to secure the property. Please note that this must be paid in cleared funds via Money Order, Bank Cheque or Credit Card. Personal cheques & cash are **not accepted** at our office under any circumstances. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, full bond equivalent to 4 weeks rent must be paid and an extra 2 weeks rent in advance. **This office does not accept bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 5 weeks for monies to be released.



PLEASE READ BEFORE SUBMITTING APPLICATION!!!

PAYMENT OF RENT

When signing the Tenancy Agreement, please bring with you your bank details.

It is our company policy that all rental payments are to be made in advance of the due date. We offer 3 forms of banking methods.

- (1) RE/MAX MaxCARD with the options of internet, phone or direct debit payments
- (2) At this office with a money order or bank cheque
- (3) Rental Rewards credit card direct debits or tenant initiated debits.

We do not accept cash payments or personal cheques at anytime.

This will be discussed with you when signing your Tenancy Agreement.

The RE/MAX maxCARD has a fee of .80 per week / \$3.20 per month per card and the Rental Rewards Facility attracts a 1.76% merchant fee on each transaction. Higher if paying by American Express.

SIGNING OF THE TENANCY AGREEMENT

Approved tenants must be available to sign a Tenancy agreement within 24-48 hours from time of approval. Failure to be available or contactable may result in the property being offered to another applicant. All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.



828 Old Cleveland Road, Carina QLD 4152
F (07) 38435277 T (07) 38439123
unitedvisionrentalsqld@remax.com.au
www.remaxunitedvision.com.au

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

A free utility service is provided by our agency – CONNECT NOW are contactable on 1300 554 323
It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ENERGEX Electricity & Gas connections: **131- 253 & TELSTRA** Optional telephone Connection: 132-200

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you may be liable for discrepancies when you vacate. **You must return the Condition Report to our office within three days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of **TICA**, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details may be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we only take this course of action when absolutely necessary.

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office on 07 3843 9123.

MAIN COMMUNICATION

Our office is strict on all communication that comes from our office is of an email nature, please consider this when applying for our rental properties



828 Old Cleveland Road, Carina QLD 4152
F (07) 38435277 T (07) 38439123
unitedvisionrentalsqld@remax.com.au
www.remaxunitedvision.com.au

ELECTRONIC TRANSMISSION CONSENT

Date: _____

I/We: _____

Consent to all documentation relevant to the proposed occupancy of _____ (property address)
being provided by electronic communication if needed by email.

Signatures of consenting Parties:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Date signed: _____



828 Old Cleveland Road, Carina QLD 4152
 F (07) 38435277 T (07) 38439123
 unitedvisionrentalsqld@remax.com.au
 www.remaxunitedvision.com.au

OFFICE USE ONLY (photocopy for tenant):

Money required in cleared funds prior to moving in:

- Application signed & all details complete
- Photocopy Tenants ID 100 point check
- TICA check: Listed Yes No Attach **F1A/B/C**
- Approved: Yes No Lessor Approved
- Tenant Advised - request 2 weeks rent

RENT \$ _____ + BOND \$ _____

APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full & signed or your application will not be processed

RENTAL PROPERTY ADDRESS: _____

APPLICANTS DETAILS

Name		D.O.B. / /	
Are you known by another name			
Contact No. Home	Work	Mobile	
Email Address		Fax No	
Number of dependants to reside in property	Total occupants	<i>(You must list ALL occupants names below)</i>	
Car Registration	Drivers Licence No.	Licenced State	
Passport No.	18+ Card No.	Other ID	
No. of cars to be kept at property	Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No			
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No			
Occupancy Details: Full Names, Current Addresses & Ages of all People, incl. children who will reside at this property			
Name	Address	Age	

CURRENT RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold		
Address	Phone:	Fax:
Period of occupancy / / to / /	Reason for leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

PREVIOUS RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold		
Address	Phone	
Period of occupancy / / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		



828 Old Cleveland Road, Carina QLD 4152
 F (07) 38435277 T (07) 38439123
 unitedvisionrentalsqld@remax.com.au
 www.remaxunitedvision.com.au

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency _____

Address _____ Phone _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone: Contact:
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week)	
If less than 6 months Previous Employer	
Occupation	Period of employment
Address	Phone Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week)	
Other	<input type="checkbox"/> Student (Name of College, TAFE, UNI) Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit	Allowance \$
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?: To Let Sign Rental List
 Telephoned Newspaper _____ Window Card Internet

QUESTIONS

Have you ever been evicted or are you in debt to another Lessor or Agent Yes No
 If yes, give details _____

I, the applicant, accept the property in its present condition Yes No
 (A detailed Condition Report will be completed prior to you taking possession)
 If no, give details _____

I HAVE VIEWED AND AGREED to the 18a Tenancy Agreement for this property before handing in my application
 Yes
 No



828 Old Cleveland Road, Carina QLD 4152
 F (07) 38435277 T (07) 38439123
 unitedvisionrentalsqld@remax.com.au
 www.remaxunitedvision.com.au

TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, tenant default agencies, tradespeople, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the 2 weeks bond to secure the property. In this instance that being \$_____. THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST TWO WEEKS BOND & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.

In the event that the application is successful and acceptance is communicated and the first two week's bond are paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be destroyed.

APPLICANTS SIGNATURE _____ DATE _____

AGENT _____ DATE _____

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.