

TENANCY APPLICATION

TENANT NAME:	_____
PROPERTY:	_____
TENANCY START DATE:	_____ PRICE \$/PW: _____
TENANCY TERM:	6MTH / 12MTH / OTHER: _____

Please note: The terms of the General Tenancy Agreement that relate to this agency can be viewed on the Rental Tenancies Authority (RTA) website: <https://www.rta.qld.gov.au/Renting/Thinking-about-renting/Tenancy-agreements> - refer General Tenancy Agreement (Form 18a). Any special conditions are available upon request at our office and need to be reviewed prior to lodging an application form.

1. Each person who wishes to reside in the property, and is over 18 years of age, must complete a separate application.
2. Each applicant must achieve a minimum of 100 points of identification. If you are unable to provide requested documentation equalling 100 points, please contact the property manager.

3. IDENTIFICATION: (AT LEAST ONE DOCUMENT MUST INCLUDE PHOTO IDENTIFICATION)

- a. **70 Points** **Passport / Full Birth Certificate / Citizenship Certificate**
- b. **40 Points** **Australian Drivers Licence / Student Photo ID / Dept Veteran Affairs card / Centrelink Card / Proof of Age Card / State or Federal Government Photo ID**
- c. **25 Points** **Medicare Card / Council Rates Notice / Motor Vehicle Registration / Telephone or Utilities Account Bill / Current Tenancy History Ledger / Bank statement / Previous Tenancy Agreement**

INCOME: You are also required to supply proof of income upon submission of your application.

Employed: Last THREE (3) pay slips

Self-employed: Notice of Assessment / Accountant's letter

Not employed / Centrelink: Most recent Centrelink Statement

4. The application will not be processed until it is complete, and all applicants for the property have submitted applications.
5. Please ensure you have **signed** the application ([page 3](#)) and privacy consent ([page 4](#)).
6. We endeavour to process all applications in under 24-48 hours of receipt of your application.
7. Once the application has been approved you will be required to pay the bond and first 2 weeks rent within 24 hours to secure the property. The payment is to be made by NAB EasyRent, bank cheque, money order or cash. **Please note, this is not a deposit and is non-refundable in the event you change your mind. Cheques should be made out to 'QMG Group Pty Ltd Trust Account'**
8. All applicants must be present at the appointment to sign the lease and complete the relevant paperwork.
9. This office does not accept full bond transfers and does not transfer Department of Housing Bonds.
10. QMG Group tenants are required to pay rent by one of the following methods; NAB EasyRent, Bank Cheque, Money Order or cash. We do not accept Direct Debit. This office does not have EFTPOS facilities.



APPLICANTS FULL NAME: _____

CONTACT INFORMATION

(H) _____ (W) _____ (M) _____

Email: _____

PERSONAL DETAILS

Date of Birth: _____ Driver Licence No: _____

Passport No: _____ Country: _____

Car make/model: _____ Rego: _____

CURRENT RENTAL DETAILS

Address: _____

Period of Occupancy: _____ Reason for leaving: _____

Rent \$/Week: _____ Lessor/Agent: _____

Phone No: _____ Email: _____

PREVIOUS ADDRESS DETAILS

Address: _____

Period of Occupancy: _____ Reason for leaving: _____

Rent \$/Week: _____ Lessor/Agent: _____

Phone No: _____ Email: _____

EMPLOYMENT

Company Name of Employer: _____

Your Position: _____ Net Weekly Income: \$ _____

Length of Employment: _____ Contact Name: _____

Phone No: _____ Fax No: _____

IF SELF EMPLOYED

Business Name: _____

Accountant's Name: _____ Phone No: _____

Address: _____

ACN: _____ ABN: _____ Industry: _____

REFERENCES

Name: _____ Phone No: _____ Occupation: _____

Name: _____ Phone No: _____ Occupation: _____



IF STUDENT/UNEMPLOYED

Institution: _____ Course: _____

Completion Date: _____ ID No: _____

Full Time Part Time Austudy: Yes No

For students or persons not currently working, verification of income source must be provided. Please indicate the documents you have provided to support this application.

Parent/Guardian Austudy Bank Statements

Centrelink Documents Other _____

OCCUPANCY DETAILS

Total number of occupants (incl. Children) that will reside on the premises: _____

Full name/s, ages and relationship of adults and children to reside on the premises:

1. Name: _____ Age: _____ Relationship: _____
2. Name: _____ Age: _____ Relationship: _____
3. Name: _____ Age: _____ Relationship: _____
4. Name: _____ Age: _____ Relationship: _____

PETS YES / NO

Type / Breed / Size: _____ Number: _____

Type / Breed / Size: _____ Number: _____

EMERGENCY CONTACT (Other than co-tenant)

Name: _____ Relationship: _____

Address: _____

Phone No: (W) _____ (H) _____

TENANT DECLARATION

I, the applicant declare I have inspected the property, it is to my satisfaction, and I hereby agree to take a tenancy of such premises for a period of _____ months, commencing from ____/____/____ at a weekly rental of \$ _____ and the rent to be paid is within my means. I declare I am not bankrupt or an undischarged bankrupt.

Upon signing the application, I have read and agree to the General Tenancy Agreement including any special conditions. I have been directed by this agency that the proposed General Tenancy Agreement including any special special conditions can be viewed on the website www.qmg.com.au or upon request at our office.

Further, upon signing of this application, I agree to sign a Tenancy Agreement for the premises, pay a rental bond of \$ _____ (equivalent to 4 weeks rent. If the rent is over \$700 per week the Bond amount may vary), plus two weeks rent shall be paid in advance which shall be paid by bank cheque, money order, NAB EasyRent or cash.

I accept and acknowledge that if this application is rejected, there is no legal obligation on the agent to provide reasoning for this decision.

I do solemnly and sincerely declare that all the information contained within this application is true and correct and has been willingly supplied to assist in the assesment of my application.

Applicant's Signature: _____ **Date:** _____



PRIVACY DISCLOSURE STATEMENT OF QMGT GROUP PTY LTD

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 need to collect information about you from previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on any tenancy reference database to which we have access. Your consent in collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which the application relates. If this application is successful we may disclose your details to service providers relevant to the tenant relationship including maintenance contacts and the landlord's insurers. We may also send personal information about you to the owner of any other properties, at your request.

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

PRIVACY STATEMENT

I, the applicant acknowledge that I have read the Privacy Disclosure Statement above and I authorise the agency to collect information about me from:

1. The owner or the agent of my current and/or previous residence.
2. My personal referees or employers
3. Any tenancy reference database which may contain personal information about me. I authorise QMGT Group Pty Ltd to refer my name and contact details to an arranger or service provider including tradespeople (to attend work at this property), salespeople (primary or secondary agents), valuers, the lessor, other agents, other property manager and body corporate officers.

Signature

Date