



PLACE APPLICATION FORM

INSTRUCTIONS FOR PREPARING YOUR APPLICATION FOR RESIDENTIAL TENANCY

Welcome to Place. To assist you in ensuring your application is processed in a expedient manner, please ensure your application is returned with:

- Copies of appropriate documentation (Refer to back of application for breakdown of I.D required)
- All sections completed in full including contact details of referees
- All applicants have signed the application where indicated

PLEASE NOTE: We are unable to copy the necessary documentation on your behalf. This must accompany your application. However, should you be unable to arrange copies of the required documentation, please call our office to arrange a time for the copying to be completed. Furthermore, please note there is a charge of \$2.00 per copy to be paid immediately prior to the copying being finished.

Failure to complete your application in full and return with required documentation will delay processing and could result in the property being leased to another applicant. We recommend that to assist in ensuring the processing of your application that you request from your previous agent (or property owner):

- A copy of your ledger
- A letter recommending you as a tenant including dates of your lease, weekly rent paid, details of inspections whilst a tenant, and a contact name for **Place** to confirm with.
- Advising your previous agent (property owner) that we will be contacting them to confirm the details of your tenancy.

If you have rented several properties over the past three years, we require information from all past agents or property owners if privately leased. **Applications take up to 48 hours to process (providing all relevant referees can be contacted). This includes checks through Tenancy Information Centre of Australia (TICA).** On acceptance of this application, all applicants are required to meet at the office at a scheduled time to read and accept the terms and conditions of the General Tenancy Agreement and pay the first two weeks rent plus four weeks bond, all by bank cheque or money order made to **Place Market Rental Trust Account.**

PLEASE NOTE: The property will remain available until the General Tenancy Agreement is signed by all parties and a minimum of the first two weeks rent and bond has been paid.

Please do not hesitate to call us if you have any further queries regarding your application.

Place Estate Agents - Newmarket

www.placenewmarket.com.au

400 Newmarket Road, Newmarket, QLD, 4051

Phone: 07 3354 8000

Email: placemarket@eplace.com.au

Moving Home?

If you are moving home soon, use our free moving service to find out what plans & services are available at your new property.
Simply let us know what you would like help with and we'll do all the running around for you.

From Electricity to Carpet Cleaning,
we've got you covered.



PLACE

Client Name

Phone

Email

Moving To Address

Moving Date

Special Comments

Referred By

Date Sent



Connecting Essential Services
(i.e. Energy, Water & Broadband)



Organising Moving Services
(i.e. Removals, Storage & Cleaning)



Organising Maintenance Services
(i.e. Locksmiths, Gardening & Trades)



Information about Other Services
(i.e. Insurance, Solar, Finance & Conveyancing)



By sending this form to Movinghub, you acknowledge that you are the client or have obtained permission from the client to be contacted by Movinghub and accept the terms and conditions located at movinghub.com.au/terms

Please return this form to our office

powered by Movinghub

DISCLAIMER/AUTHORITY

I, the said applicant/s, do solemnly and sincerely declare that the information contained in this application is true and correct and that all the information was given of my/our own free will. I further authorise the leasing/managing agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare:

1. I/We have inspected the property located at: _____
2. I/We have, of my/our own accord, decided that I/we wish to rent the aforementioned property commencing ___/___/___ for a period of _____.
3. I/We have been informed, understand, and agree that the rental for the aforementioned is to be \$_____ per week and that this rental is within my/our means to support.
4. I/We have been informed, understand, and agree that the rental for the said property is to be paid every _____ and is to be _____ weeks in advance at all times.
5. I/We have been informed, understand, and agree that the bond for the aforesaid property will be \$_____ and I/We further agree and undertake to pay the said bond on/before signing the tenancy agreement. I/We further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I/We acknowledge that it is the policy of the agency not to accept Bond Loans and I am bound to pay the full by way of BPay/bank cheque/money order or cash into the Agency Trust Account prior to the commencement of my lease.
7. I/We have been informed, understand, and agree that should the full amount of the bond not be paid by signing the tenancy agreement, I/We authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
8. I/We have been informed, understand, and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me/us.
9. I/We have been informed, understand, and agree that should there be a requirement to commence proceedings for recovery of rent, repairs, and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me/us.
10. I/We have been informed, understand, and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

PRIVACY ACKNOWLEDGEMENT

In accordance with Section 18n(1)(b) of the Privacy Act, I/We authorise you to give information to and obtain information from all credit providers and references named in this application. I/We understand this can include information about my/our credit worthiness, credit standing, credit history, and/or credit capacity. I/We understand this information may be used to assess my/our application.

APPLICANT NAME

APPLICANT SIGNATURE

WITNESS NAME

WITNESS SIGNATURE

APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY ADDRESS: _____

NAME OF APPLICANT: _____

PROPERTY MANAGER: _____ DATE: _____

PERSONAL DETAILS

SURNAME:

GIVEN NAMES:

DATE OF BIRTH:

PHONE:

MOBILE:

WORK:

PRIVATE EMAIL:

WORK EMAIL:

DRIVER LICENSE NO:

STATE:

PASSPORT NO:

COUNTRY:

Have you been known by any other names? YES / NO

If yes, what other names have you been known by?

ADDRESS DETAILS

PRESENT ADDRESS: RENT/OWN/SOLD

WEEKLY RENT: PERIOD OF OCCUPANCY:

REASON FOR LEAVING:

NAME OF AGENT/OWNER:

ADDRESS OF AGENT/OWNER:

CONTACT NUMBER:

EMAIL ADDRESS:

PREVIOUS ADDRESS: RENT/OWN/SOLD

WEEKLY RENT: PERIOD OF OCCUPANCY:

REASON FOR LEAVING:

NAME OF AGENT/OWNER:

ADDRESS OF AGENT/OWNER:

CONTACT NUMBER:

PERSONAL DETAILS

How many vehicles will be housed at the property, including your own?

MAKE: MODEL: REGISTRATION:

DEPENDENTS DETAILS - other than applicants who will be residing at property

Do you have dependents? YES / NO		If yes, how many?:	
NAME:		AGE:	
DATE OF BIRTH:		Relationship to applicant:	
NAME:		AGE:	
DATE OF BIRTH:		Relationship to applicant:	
NAME:		AGE:	
DATE OF BIRTH:		Relationship to applicant:	

WORK / EMPLOYMENT HISTORY

Are you currently employed? YES / NO	
If employed, on what terms: Permanent/ Fulltime/ Casual/ Part time/ Contract/ Other	
OCCUPATION:	WEEKLY SALARY:
EMPLOYER:	PERIOD OF EMPLOYMENT:
EMPLOYER'S ADDRESS:	
CONTACT PERSON:	PHONE:
PREVIOUS EMPLOYMENT:	
On what terms: Permanent/ Fulltime/ Casual/ Part time/ Contract/ Other	
OCCUPATION:	WEEKLY SALARY:
EMPLOYER:	PERIOD OF EMPLOYMENT:
EMPLOYER'S ADDRESS:	
CONTACT PERSON:	PHONE:

SELF-EMPLOYMENT

BUSINESS NAME:

ABN:

ADDRESS OF BUSINESS:

How long have you been self-employed?

How long has your business been established?

ACCOUNTANTS NAME:

ACCOUNTANTS PHONE:

Please attach past 3 months bank statements and a letter from your accountant

IF STUDENT

What University/TAFE/School do you attend?

Are you an International student? YES / NO

VISA EXPIRY DATE:

Student ID number:

Are you responsible for rental payments? YES / NO

If NO, please provide details of the person responsible: NAME:

ADDRESS:

PHONE:

PET DETAILS

Do you own a pet? YES / NO

If YES, will the pet be staying at the property? YES / NO

How many pets do you have?

What type of pet do you have?

What is the breed of the pet?

What age is your pet?

Have you leased a property with your pet before? YES / NO

If YES, ADDRESS:

Is your pet registered with local council? YES / NO.
If yes supply a copy of council certificate.

If YES, Which council?

Do you have a references for your pet? YES / NO, if YES, please supply

PERSONAL REFERENCES - Please provide two references other than family

NAME:		OCCUPATION:	
Relationship to Applicant:		PHONE:	
MOBILE:	EMAIL:		
NAME:		OCCUPATION:	
Relationship to Applicant:		PHONE:	
MOBILE:	EMAIL:		

NAME OF RELATIVE OR OTHER PERSON TO CONTACT IN EMERGENCY

NAME:			
Relationship to Applicant:		PHONE:	
MOBILE:	EMAIL:		
NAME:			
Relationship to Applicant:		PHONE:	
MOBILE:	EMAIL:		

NAME OF PERSONS OTHER THAN APPLICANT WISHING TO OCCUPY PREMISES

NAME:		AGE:	
DATE OF BIRTH:		Relationship to Applicant:	
NAME:		AGE:	
DATE OF BIRTH:		Relationship to Applicant:	
NAME:		AGE:	
DATE OF BIRTH:		Relationship to Applicant:	

NAME OF OTHER APPLICANTS APPLYING FOR THIS PROPERTY

NAME:	Relationship to Applicant:
NAME:	Relationship to Applicant:
NAME:	Relationship to Applicant:

TICA & OTHER RELEVANT TENANT DATABASES - TENANCY HISTORY CHECK

PART A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided or missing information could jeopardise your application.
2. The completion of the annexure does not constitute an offer of acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.

PART B:

1.
 - o Has a lessor or an agent ever evicted you? YES / NO (if yes please provide detail).
 - o Has a lessor or an agent ever refused you another property? YES / NO (if yes please provide detail).
 - o Are you in debt to another lessor or agent? YES / NO (if yes please provide detail).
 - o Is there any reason known to you that would affect your capacity to pay rent? YES / NO (if yes please provide detail).
 - o Were any deductions made from your rental bond at your last address? YES / NO (if yes please provide detail).
 - o Have any deductions ever been made from your bond at previous rental properties? YES / NO (if yes please provide detail).

2.

I (name) _____, the applicant hereby authorise you as the agent to conduct an enquiry with the Tenant Information Centre Australia Pty Ltd (TICA) and any other relevant searches that may verify the information provided to me. I do solemnly and sincerely declare that the above information is true and correct and I have willingly supplied to the TICA and any other relevant searches that may verify the information provided by me to assist in the assessment of my application.

SIGNED: _____ DATE: _____

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

Before any application will be considered, each applicant must achieve a minimum of 100 I.D. checkpoints

LAST 4 PAYSLIPS (COMPULSORY) If not working - latest bank statement and Centrelink statement	50 POINTS	<input type="checkbox"/>
DRIVERS LICENSE	40 POINTS	<input type="checkbox"/>
PHOTO I.D. (including passport)	30 POINTS	<input type="checkbox"/>
REFERENCE FROM PREVIOUS LANDLORD OR AGENT	20 POINTS	<input type="checkbox"/>
CURRENT VEHICLE REGISTRATION PAPERS	10 POINTS	<input type="checkbox"/>
COPY OF ELECTRICITY/GAS/PHONE ACCOUNTS	EACH 10 POINTS	<input type="checkbox"/>
COPY OF BIRTH CERTIFICATE	10 POINTS	<input type="checkbox"/>

Should you not be able to meet the 100 checkpoints, please don't hesitate to contact our agency for advice.

ALL TENANCY APPLICANTS ARE REFERRED TO TICA (TENANCY INFORMATION CENTRE OF AUSTRALIA) AND OTHER RELEVANT TENANCY DATABASES FOR CONFIRMATION OF DETAILS SUPPLIED