



Welcome to Freeman Fox and thank you for showing interest in applying for a residence with us. At Freeman Fox, we believe you are just as important as our Lessors.

The application pack is designed to obtain all of the necessary information that is required to successfully process an application for a residential tenancy. The application pack includes the following:

- **Residential Tenancy Application Form**
- **Declaration**
- **Privacy Act Acknowledgement and Consent**
- **Pet Application (if applicable)**

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION TO ENSURE A SPEEDY APPROVAL

Inspection of the property prior to application

Before submitting your application, we ask that you view the property personally. If you have not already viewed the property, please contact us and we will arrange for you to do so (please understand that we may need 24 hours notice). If you are unable to view the property due to living interstate or overseas, we would prefer that you have someone view the property on your behalf. However if this is not possible, please contact us and we will arrange for photos and floor plans to be available to you.

The residential tenancy application form

Once you have decided on a property, we require you to fill in our application form. Each person intending to reside in the property is required to fill in their own application. On receipt of your application, we endeavour to approve you within 24 hours however this will largely depend on the availability of your referees. Please be careful to complete all sections, paying particular attention to your current rental & employment details. You may email, fax, post or bring your application to our office, but please ensure that you attach your ID and sign the application form where required.

100 Points of ID

We require you to submit your application with 100 points of ID. Please attach all copies of your 100 points of ID to the application pack.

Disclaimer/Authority

Please ensure that you read the section detailing the information that we acquire about you to and sign the Disclaimer/Authority form allowing us to collect this information in accordance with the Privacy Act.

Two weeks rent to secure the property

Please note that once you have been **approved** to move into the property, we require you to pay your first two weeks rent within 24 hours. This secures the property for you.

New tenant sign-up appointment

We will then organise a meeting where we will issue you with a leasing pack outlining your rights and responsibilities. We require you to pay a bond usually equivalent to 4 weeks rent, prior to moving into the property. We will not hand over possession of the property until the full bond is paid.

Should you have any queries on the application pack or the forms contained within it, please do not hesitate to contact us - we will be happy to help! We look forward to receiving your application.

FREEMAN FOX PROPERTY – RESIDENTIAL TENANCY APPLICATION

Please read through the first page of this document before submitting your application.

APPLICANT DETAILS

Property applying for:

Full name: **D.O.B.**

Phone (A/H): **Phone (B/H):** **Mobile:**

Drivers Licence #: **State:** **Passport #:**

Email Address: **Fax:**

Names of other applicants submitting applications:

Current address:

Rent paid per week: \$..... **Period of occupancy:**

Current Lessor/Agent: **Phone:**

Current Lessor/Agent address: **Fax:**

Previous address:

Rent paid per week: \$..... **Period of occupancy:**

Current Lessor/Agent: **Phone:**

Current Lessor/Agent address: **Fax:**

Do you have children? YES NO **How many?** **Age/s:**

Do you have pets? YES NO *If yes, please complete attached Pet Application*

EMPLOYMENT DETAILS

Current occupation: Full Time/Part Time/Casual **Hours per week:**

Employer: **Employed for:** years/months **Net weekly salary: \$**.....

Address: **Phone:**

If you have been employed in your current role for less than 6 months, please provide details of your previous employer here:

ARE YOU SELF EMPLOYED?

Name of business: **ABN:**

Industry: **Year established:**

Address: **Phone:** **Fax:**

Business reference: **Phone:**

Relationship to business: **Known for:** years/months

Accountant: **Phone:**

PERSONAL REFEREES (NOT RELATED)

Name: Phone:

Address:

Relationship: Known for: years/months

Name: Phone:

Address:

Relationship: Known for: years/months

ARE YOU A STUDENT?

Course provider:

Course: Date to be completed:

Student ID:

RELATIVE/NEXT OF KIN/EMERGENCY CONTACT

Name:

Address: Mobile:

Phone (A/H): Phone (B/H):

NOTICE TO ALL APPLICANTS

Before we can consider an application, we ask each applicant to supply adequate identification information.

Please provide 100 points of ID, including at least one piece of Photo ID.

- | | | | |
|---|--|------------------|--------------------------|
| ✓ | Last four rent receipts or a copy of current tenancy ledger | 50 Points | <input type="checkbox"/> |
| ✓ | Drivers Licence | 40 Points | <input type="checkbox"/> |
| ✓ | Photo ID (Work or 18+ Cards) | 30 Points | <input type="checkbox"/> |
| ✓ | Passport | 30 Points | <input type="checkbox"/> |
| ✓ | Current Car Registration Papers | 20 Points | <input type="checkbox"/> |
| ✓ | Copy of previous phone, electricity or gas account | 10 Points (each) | <input type="checkbox"/> |
| ✓ | Copy of Birth Certificate | 10 Points | <input type="checkbox"/> |

Should you not be able to meet the 100 point check, please speak to the **Property Manager**.

Name of Applicant:

DECLARATION

I, the said applicant, declare that the information contained in this application is true and correct and that all of the information provided is given of my own free will. I authorise the letting agent to conduct any enquiries and/or searches with regard to the information and references supplied in this application.

1. I have inspected the property located at:.....
2. I have, of my own accord decided that I wish to rent the aforementioned property commencing/...../..... for a period of 6/12 months.
3. I have been informed, understand and agree the weekly rental for the proposed property is to be \$ per week and that this rental is within my means to support. I am not an undischarged bankrupt.
4. I understand and agree that the rent for the property is to be paid at least 2 weeks in advance at all times, regardless of whether it is be paid weekly, fortnightly or calendar monthly.
5. The bond for the property will be \$ (equivalent to 4 weeks rent) and I agree to pay the full bond on or before the commencement of the tenancy. (PLEASE NOTE – OUR OFFICE DOES NOT ACCEPT ANY FORM OF BOND LOAN including Department of Housing). I agree and understand that the agent will lodge the full bond for the duration of the tenancy, with the Residential Tenancies Authority.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied by me. Should the application not be accepted, the agent is not required or obligated to disclose any reasons why the application has been rejected.
7. It is agreed that I will pay my first two weeks rent within 24 hours of my application being approved. If I change my mind within 24 hours of being accepted, the two weeks rent will be refunded in full. If after 24 hours of being approved, I wish to withdraw my application, I agree to forfeit the two weeks rent as compensation to the Lessor. After the Lessor or agent has given verbal approval, the tenancy shall be binding by both Lessor and tenant.
8. I have been informed that this office is a member of TICA – (Tenancy Information Centre of Australia) and I give consent and authority for all necessary enquiries to be made in relation to this application. I acknowledge and agree that should any default occur during the period of my tenancy, details of such default will be reported to TICA and any associated tenancy default registers.
9. I acknowledge that, before Freeman Fox have taken receipt of this application, I have been provided with a copy of the General Tenancy Agreement – Form 18A applicable to this property, including all of the Standard Terms and any Special Terms applicable to that General Tenancy Agreement.

PRIVACY ACT ACKNOWLEDGEMENT & CONSENT

In accordance with section 18n(1)(b) of the Privacy Act, I authorise you to give and obtain information from all credit providers and references named in this application. I understand that any details of tenancy defaults are held on a tenancy default database (operated by TICA default Tenancy Control Pty Ltd) and I understand this can include information about my credit worthiness, standing, history and/or capacity. I understand this information may be used to assess my application. I understand this information may be disclosed to the Lessor of the property to which this application relates. If this application is successful, I understand information may be disclosed to service providers relevant to the tenancy relationship, including maintenance contractors and the Lessor's Insurers.

Applicant's signature: Date:



PET APPLICATION

One application to be completed for each pet

APPLICANT DETAILS

Property applying for:

Pet owner's name:

Pet's name:

Type of animal: Age:

Breed of animal: Sex:

Council Registration number: Weight:

Any other details:

THE AGREEMENT AND ANNEXURE TO THE RESIDENTIAL TENANCY AGREEMENT

I understand and agree that if my Residential Tenancy Application is approved:

1. Permission to keep pets on this property is granted solely by, and at the discretion of, the landlord and Freeman Fox Property.
2. I will accept full responsibility for ensuring that my pet does not disturb or harm neighbouring occupants, nor damage the premises or the property of others, nor prevent lawful access to the premises.
3. I acknowledge my responsibility for complying with all terms of the tenancy agreement and with all council and state legislation in relation to the keeping of animals.
4. I agree to ensure that the pet is housed in a hygienic manner that will not attract vermin nor cause offensive odours or property deterioration and that the pet waste is disposed of appropriately.
5. I agree to ensure that my pet is kept free of parasites and diseases at all times.
6. I agree to ensure my pet does not stray unsupervised outside the property at any time, and that if necessary, I will obtain the landlord's permission before installing any fence or other structure to contain the animal within the premises.
7. I agree and fully understand that I am liable for any damage or injury whatsoever caused by the animal and shall pay the landlord or management for any costs incurred as a result of damage or injury caused.
8. I agree that, upon vacating the premises, I will provide a receipt for a full pet pest control treatment (including fleas) on the property, and that I will pay for the treatment myself.

Pet owner's signature:

.....

Print name:

Date:.....

OFFICE USE ONLY

Date:..... Person Processing Application:.....

Previous rental history checked: YES / NO FAXED E-MAILED PHONE

Comments:

.....

Employment history checked: YES / NO FAXED E-MAILED PHONE

Comments:

.....

Personal references checked: YES / NO FAXED E-MAILED PHONE

Comments:

.....

100 Point ID checked & photocopied? YES NO

TICA checked? YES NO

Owner informed: YES NO

Owner approved: YES NO

Owner comments:

.....

Rental per Week:..... **Term of Lease:**..... **Bond:**..... **Pets:** YES NO

Tenant Notified (Date & Time):.....

Tenant Proceeding: YES NO

- Tenant entered into Console?
- First Two weeks Rent Paid – charge let fee.
- Leasing Pack Completed:
 - Lease
 - Bond Lodgement
 - Green “Renting in Queensland” Booklet
 - Condition Report
 - Lease Pack
- Property deleted from website
- Relocations Agents Advised (if applicable)
- For Lease Sign removed
- Advertising Invoices organized for end of month – any advertising to be returned?
- Added to Let Fee Book
- Keys Photocopied
- Date for sign-up & appointment made
- Tenant sign-up appointment scheduled.

DATE: TIME: