



**Please take 5 minutes to read & sign this page before continuing with the rest of this Tenancy Application Form.**

To process your application we will need you to complete this form in full and provide your signature in all designated places. All persons over 18 wishing to reside at the property will be required to complete & sign an application form & provide all relevant documentation.

Accompanying this application we will require 100 points of current photocopied identification per person - we will not accept or process an application with less than 100 points. A fee of 0.50 cents per page will be charged for photocopying within the office.

You will be contacted whether or not you are successful. We endeavor to have applications processed in 48 hours, though this may take a little longer over weekends and public holidays and will depend on contact time with owners and references. On approval of successful applications you will be required to pay a minimum of 1 week rent for a holding deposit - payable within 24 hours either via cash or money order. Should you decide to no longer want to rent the property this deposit will be non-refundable. The property will continue to be advertised until this deposit is received by our office.

All documents collected for successful applications will remain on the file. Unsuccessful applications will be held for 3 days – should you wish to apply for another property & will be shredded to maintain your privacy.

Application approval is at the landlord's discretion - no reason shall be given for unsuccessful applications.

Once approved you cannot move in to the property until you have paid Bond (equal to 4 weeks rent) & the first 2 weeks rent. We do accept Housing Commission Bond Loans; however you still will be required to pay 2 weeks rent in advance.

Upon signing this you are accepting the property in its current condition (as it was at time of the inspection) unless otherwise advised.

**SIGNED** \_\_\_\_\_  
\_\_\_\_\_

42 Loganlea Road  
Waterford West Qld 4133

Office: (07) 3805 2848 | Fax: (07) 3805 1601  
rentals@swanrealestate.com.au  
www.swanrealestate.com.au



### This is a FREE service that connects all your utilities.

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day upon receipt to confirm the information on this application and explain the details of the services offered.



MAKES MOVING EASY

Electricity      Gas      Phone      Internet  
Removalist      Insurance      PayTV

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services

#### Please provide your personal details:

First Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
License/Passport/or Medicare card: \_\_\_\_\_  
State: \_\_\_\_\_

Connection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Property for connection:

Unit/Floor no: \_\_\_\_\_ Street no: \_\_\_\_\_  
Street Name: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
State: \_\_\_\_\_ Post Code: \_\_\_\_\_

#### Please provide your contact details:

Home Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_



### This is a FREE service that connects all your utilities and other services.

We guarantee that when you connect with one of our market leader's electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application)
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering identifier and / or the Meter installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provide in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitle to any part of any such fee.

By signing this application from, I warrant that I am authorized to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

42 LOGANLEA ROAD WATERFORD WEST QLD 4133

PHONE: 07 3805 2848 FAX: 07 3805 1601

Email: [rentals@swanrealestate.com.au](mailto:rentals@swanrealestate.com.au)

Website: [www.swanrealestate.com.au](http://www.swanrealestate.com.au)



## Rental Application

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

### OFFICE USE ONLY

DONE	CHECKLIST
	TICA CHECK – CLEAR / LISTED
	100 POINTS OF ID PROVIDED
	PROOF OF INCOME – CENTRELINK / PAYSLEIPS
	PROOF OF ADDRESS PROVIDED

HAS APPLICANT VIEWED PROPERTY?	YES / NO
ARE THEY SMOKERS?	YES / NO
HOW MANY ADULTS?	
HOW MANY CHILDREN?	
HOW MANY PETS?	

### Applicant 1 - Information

Name:

Date of Birth :	License:	Expiry:
Vehicle Rego:	Passport:	Expiry:
Phone:	Mobile:	
Email:		
Current address:		

City:	State:	Postcode:
Own Rent Boarding	Monthly payment or rent:	How long?
Reason For Leaving:	Agent:	Phone:
Previous address:		

City:	State:	Postcode:
Owned Rented Boarding	Monthly payment or rent:	How long?
Reason for Leaving:	Agent:	Phone:

### Employment Information

Current employer:

Employer address:	How long?	
City:	State:	Post code:
Phone:	Mobile:	Email:
Position:	Hourly Salary Weekly Monthly	Amount :

### Centrelink Payments

Type: \_\_\_\_\_ Amount: \_\_\_\_\_

### Emergency Contact

Name of a person not residing with you:

Address:

City:	State:	Post code:	Phone:
Relationship:			

**Applicant 2 - Information**

Name:

Date of Birth :	License:	Expiry:
Vehicle Rego:	Passport:	Expiry:
Phone:	Mobile:	
Email:		
Current address:		

City:	State:	Postcode:
Own Rent (Please circle)	Monthly payment or rent:	How long?
Reason For Leaving:	Agent:	Phone:
Previous address:		

City:	State:	Postcode:
Owned Rented Boarding	Monthly payment or rent:	How long?
Reason for Leaving:	Agent:	Phone:

**Applicant 2 - Employment Information**

Current employer:		
Employer address:		Employer address:
City:	State:	Postcode:
Phone:	Mobile:	Email:
Position:	Hourly Salary Weekly Monthly	Amount :

**Centrelink Payments**Type: Amount:**Emergency Contact**

Name of a person not residing with you:			
Address:			
City:	State:	Post code:	Phone:
Relationship:			

**Names & DOB of those permanently residing at the property (including children)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Make, Model & Registration of all vehicles to be kept at property.**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Breed & Registration of any pets to be kept at property.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# DECLARATION /PRIVACY STATEMENT:

I/We, the applicant do solemnly and sincerely declare that the information provided is true and correct and that I have supplied it of my own free will.

I/We acknowledge and understand that my personal contents are not covered under any of the lessor's insurance policies and that it is my responsibility to insure my belongings.

I/We acknowledge and understand that the agent has collected the information on this application for the purpose of determining my suitability as a tenant for the property, in particular to check my ID, my ability to care for the property, my character and creditworthiness. For such purposes, I authorize you to contact the persons/companies named in this application and to undertake such enquiries and searches (including but not limited to tenancy database searches) as you the agent feel necessary.

I/We acknowledge and understand that the information provided by me, may be disclosed to and further information obtained from referees named in this application & other relevant parties.

I/We declare we are not bankrupt or insolvent.

I/We acknowledge and understand that if my application is denied the agent is not legally obligated to provide a reason why.

I/We also consent and understand that should my tenancy be accepted there may be cause for the agent/lessor to pass information on this application and collected throughout the tenancy onto others which may include but is not limited to insurance companies, body corporate, contractors, real estate agents, sales person, police, other government agencies and tenancy default databases.

I/We acknowledge and understand that they have available to them from the agent the Residential Tenancies Authority forms 17a, 18a, body corporate bylaws, the agencies full Privacy Policy, selection criteria & information regarding the agents approved forms of rent payments.

I/We acknowledge that I am bound by this agreement upon communication of approval of my application and have 24 hours to make payment of two weeks rent.

APPLICATION 1 NAME: \_\_\_\_\_ SIGNED: \_\_\_\_\_

APPLICATION 2 NAME: \_\_\_\_\_ SIGNED: \_\_\_\_\_

I/We Viewed this Property: Yes or No

I/We would like to move in on: \_\_\_\_\_

Rental Bond Amount: \$ \_\_\_\_\_

Weekly Rent Amount: \$ \_\_\_\_\_

## 100 POINTS OF IDENTIFICATIONS

Driver's License	40 points
Passport	40 points
Birth Certificate	30 points
Photo ID	30 points
Proof of Income	30 points
Landlord Reference	30 points
Rent Ledger	30 points
Vehicle Registration	15 points
Bank/Credit Card	10 points
Utility Bill	10 points
Pension/Healthcare Card	10 points
Medicare	10 points
Rates Notice	10 points

### ***Please answer the following***

<b><i>Have any of your previous tenancies been terminated?</i></b>	<b><i>Yes/no</i></b>
<b><i>Have you ever been issued with warrant of possession?</i></b>	<b><i>Yes/no</i></b>
<b><i>Are you or have you ever been in debt to a lessor or agent?</i></b>	<b><i>Yes/no</i></b>
<b><i>Are you or have you ever been declared bankrupt?</i></b>	<b><i>Yes/no</i></b>
<b><i>Is there an existing reason that may affect your rent payments?</i></b>	<b><i>Yes/no</i></b>