



101/20 Malt Street, Fortitude Valley, Q 4006

Phone: (07) 3257 4777

Fax: (07) 3257 4888

Email: enquiries@thegalleries.com.au

Website: www.thegalleries.com.au

TENANT APPLICATION INFORMATION

Applications **Will Not Be** processed unless all information is supplied!

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.

PHOTO IDENTIFICATION

When returning your application, you must submit a form of photo identification

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered, proof of income **must** be supplied within the 100 points.

100 POINT CHECK

- **Should you be unable to meet the 100 point check criteria, please speak with the Property Manager**

50 points	Last 4 rent receipts	10 points	Current Motor Vehicle Rego
40 points	Drivers License	20 points	Min. 2 ref from previous p/manager
30 points	Photo identification	30 points	Passport
10 points	Birth Certificate	10 points	Copy of Telstra/Energex/gas acc.
10 points	Other identification		

- Photo Identification (18+ card, drivers licence, University/TAFE ID, Passport)
- Other Identification (Medicare card, Bank card, Pensioner card)
- Proof of current address (phone bill, electricity account, lease agreement)
- Proof of regular housing payments (rent receipts, tenant ledger, mortgage payments)
- Proof of Income (wage slips, bank statements, employee letter, Centrelink letter)
- Written references (personal, rental references, employment)

PROCESSING AN APPLICATION

In most instances we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all your referees this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.

PAYMENT of 2 Weeks Rent

Once the application has been approved you will be required to pay two weeks rent within 24 hours of approval to secure the property. Please note that this must be paid in cleared funds (Money order or bank cheque). Personal cheques will not be accepted when paying the initial monies. The Property will not be secured for you until this money is cleared. In the event that you withdraw from the tenancy after the two weeks rent has been paid, you will forfeit the money.



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GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF KEYS

Keys will be given to you either at the sign up date or subject to your moving in date. All monies need to be paid in full in either cash or bank cheque before the keys will be released.

PAYMENT OF RENT & BOND

Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond. If your rent is more than \$300 p/w the bond requirement may vary. If you are relying on a bond transfer please discuss this with our property managers prior to signing up the Tenancy Agreement.

BOND LODGEMENT

It is important to know, that all parties signing the bond lodgement at the commencement of the tenancy must be present in the office at the end of the tenancy to sign off the Refund of Bond form.

PAYMENT OF RENT

It is our policy that all rental payments are to be made direct to the bank. We offer 2 forms of banking methods - Payment of rent by our rent card where you can utilise the telephone to make payments or by direct bank transfer payments.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the lease prior to collecting the keys. The keys will not be released unless all occupants have signed the lease, shown photo identification and paid all monies in cleared funds and in full.

ELECTRICITY / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and telephones and to ensure that they are disconnected at the end of the tenancy.

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 in the report. If you do not mark it down you will be liable for discrepancies when you vacate. You must return the condition report within 5 days of moving in. Keep your copy of the report in a safe place during the tenancy, as you will need to refer to the report when vacating.

TENANT DEFAULT AGENCY

Our office is a member of TICA, which is the tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with TICA. Once listed the information will remain on the file until the default is rectified.



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APPLICATION FOR RESIDENTIAL TENANCY - The 3 pages of this application must be completed & signed or your application will not be processed.

Rental Property: _____

Have you inspected the property? Yes No

OFFICE USE ONLY:

- Application Signed & all detail complete
- Photocopy Tenants ID 100 point check
- TICA Check: Listed Yes No Attach
- Previous Agent/Lessor Checked Yes No
- Owner Approved Yes No
- Tenant Advised
- Application Deposit Received

APPLICANTS DETAILS

First Applicant: Full Name.....Date of Birth.....

Contact No: Home..... Work..... Mob.....

FaxEmailDrivers Lic No.....

Second Applicant: Full Name.....Date of Birth.....

Contact No: Home..... Work..... Mob.....

FaxEmailDrivers Lic No.....

Full name of all other persons who will occupy the property:

FIRST APPLICANT – Current Rental Details

Present Address.....Phone.....

Period of occupancy: / / to / / Reason for leaving.....

Rent paid \$..... Name of Agent / Landlord.....

Phone.....Address.....

Previous Rental Details;

Address.....Phone.....

Period of occupancy: / / to / / Reason for leaving.....

Rent paid \$..... Name of Agent / Landlord.....

Phone.....Address.....

Income Detail;

Occupation:..... Period with current employer.....

Employer.....Net weekly income.....

Address.....Phone.....

Personal Referees; (do not include relatives)

(1) Name & Address.....Phone.....

(2) Name & Address.....Phone.....

Name of relatives or other persons to contact in case of emergency;

Name.....Address.....Phone.....

SECOND APPLICANT – Current Rental Details

Present Address.....Phone.....

Period of occupancy: / / to / / Reason for leaving.....

Rent paid \$..... Name of Agent / Landlord.....

Phone.....Address.....

Previous Rental Details;

Address.....Phone.....

Period of occupancy: / / to / / Reason for leaving.....

Rent paid \$..... Name of Agent / Landlord.....

Phone.....Address.....

Income Detail;

Occupation:..... Period with current employer.....

Employer.....Net weekly income.....

Address.....Phone.....

Personal Referees; (do not include relatives)

(1) Name & Address.....Phone.....

(2) Name & Address.....Phone.....

Name of relatives or other persons to contact in case of emergency;

Name.....Address.....Phone.....

Total number of vehicles to be kept at premises;

Car Registration No.....Model.....Car Owned/Company.....

Car Registration No.....Model.....Car Owned/Company.....

I /We, the applicant/s accept the property in its present condition Yes No

(A details condition report will be completed prior to you taking possession)

If no, give details _____

COMPULSORY – MUST FILL IN FOR APPLICATION TO BE PROCESSED:

HOLDING DEPOSIT (to be completed for QLD properties only)

QLD ONLY - Complete this section if you wish to reserve the property for a period of time.

In accordance with Section 87 (5) (a) of The Residential Tenancies Act QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to two week’s rent, and holds the premises in favour of the Applicant for a period of seven days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the seven day option period.

The Applicant agrees to pay a Holding Deposit of \$_____. The Applicant agrees that, should they withdraw their application within the seven day option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.



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TERM & CONDITIONS - AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name/s: _____

1. I / We, the applicant(s) declare that the above information is true and correct and that I / We have supplied it of our own free will AND I / We hereby authorise you as the letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information.
2. I / We acknowledge that any false information I / We provide in this application could jeopardise this application and any subsequent tenancy agreement I / We enter into on approval by lessor or agent.
3. I / We acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
4. I / We the Applicant /s declare that I /We am /are not bankrupt and that the rental is within my /our means.
5. I / We have inspected the premises and wish to take a tenancy for a period ofmonths from/...../..... At a rental of \$.....per week. I / We also undertake to pay a Rental Bond of \$..... when I /We sign the Tenancy Agreement.

FIRST APPLICANT'S SIGNATURE Date

Contact No.....

AGENT TO WITNESS.....

SECOND APPLICANT'S SIGNATURE Date

Contact No.....

AGENT TO WITNESS.....