

TENANT APPLICATION INFORMATION

Applications will not be processed unless all information is supplied

FORM 1 – CL8

APPLICATIONS MUST BE SCANNED AND EMAILED TO:
applications@macwell.com.au

PHOTO IDENTIFICATION

When submitting your application, you **must** submit a form of photo identification as well as all required supporting documents.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone call, SMS or email of the outcome. If we are unable to contact all of your referees, this process may take longer.

APPROVAL OF AN APPLICATION – TENANCY AGREEMENT SPECIAL CONDITIONS

Upon your application being approved, you will receive a copy of the standard terms and conditions of your Tenancy Agreement, Body Corporate By-Laws (if applicable) and Information Booklet 17a 'Renting in Queensland'. It is important that you read and understand this documentation, including any special conditions prior to entering into the Tenancy Agreement.

SECURING THE PROPERTY – PAYMENT FULL BOND AND FIRST TWO (2) WEEKS RENT

Once the application has been approved you will be required to pay the full 4 weeks bond and 2 weeks rent (total of 6 weeks) to secure the property within 24 hours. Please note that this must be paid in cleared funds (internet transfer, 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 has been received and all parties have signed the tenancy-related documents and sent back. Once money and forms are received by the office the property will be secured for you and a property manager will contact you in writing to confirm a key handover appointment. Please note at this appointment all lease holders must be present and the times given will be Monday to Friday between 8.30am & 5.00pm.

BOND

This office does not except bond transfers and does not transfer Department of Housing Bonds. If you are relying on a bond transfer or a seeking a bond loan, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds prior to collecting the keys.

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present at the handover. You will also need to inform our office of the portion of bond each tenant is contributing.

SIGNING OF THE TENANCY AGREEMENT

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

ELECTRICITY CONNECTION / TELEPHONE CONNECTION / WATER CHARGES

It is the tenant's responsibility to research and connect the electricity, internet facilities, phone services and gas connections. All connection costs and deposits are the tenant's responsibility.

Under item 12.2 of the General Tenancy agreement water consumption charges will be the responsibility of the tenant to pay. Our office we receive the notice from the water board and invoice the tenants giving them 14 days to make payment.

OFFICE USE ONLY:

Date received ___/___/___ Time ___ am/pm

NTD check: Listed Yes No Attach **F1A/B/C**

Agency Approved: Yes No

Application signed and all details complete

100 point check

Lessor Approved: Yes No

APPLICATION FOR RESIDENTIAL TENANCY

ADDRESS OF RENTAL PROPERTY APPLYING FOR:

Address: _____ Suburb: _____ Postcode _____

Rent Per Week \$ _____ Lease Term Requested: _____ months/years

Other than children will there be anyone else living at the property that will not be a lease holder: Yes No

Number of occupants to reside in property: _____

Name & Age of all occupants: _____

APPLICANT 1 DETAILS:

Name : _____ D.O.B. ___/___/___

Phone : _____ Email: _____

Driver's Licence Number: _____ Licensed State: _____ Car Registration: _____

Passport Number: _____ Origin of Passport: _____ Expiry: _____

Are you an Australian Citizen: Yes No

Language Spoken: _____ Do you require interpreter Yes No

Number of vehicles to be kept at property _____ Are all vehicles registered Yes No

List vehicles to be kept at property: boat trailer van motorbike car truck

Do you own pets Yes No Number: _____ Type and Breed _____

Are the pets registered with the council Yes No **WILL BE REQUIRED TO SIGN PET AGREEMENT**

Do you have contents insurance Yes No Are you a smoker Yes No

CURRENT ACCOMMODATION DETAILS – If you are considering a bond transfer, contact our office

Address: _____ Suburb: _____ Postcode: _____

Rented Owned Boarding Name of Real Estate or Lessor: _____

Phone: _____ Email: _____

Property Managers Name: _____ Period of occupancy: ___/___/___ to ___/___/___

Reason for leaving: _____

Do you expect the bond to be refunded in full Yes No If no, why: _____

PREVIOUS ACCOMMODATION DETAILS:

Address: _____ Suburb: _____ Postcode: _____

Rented Owned Boarding Name of Real Estate or Lessor: _____

Phone: _____ Email: _____

Property Managers Name: _____ Period of occupancy: ___/___/___ to ___/___/___

Reason for leaving: _____

Was the bond refunded in full Yes No If no, why: _____

Next of kin or other person to contact in case of an emergency (Not Living with you)

Name: _____

Address _____ Phone _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation: _____ Period of employment: _____

Employer : _____ Contact Name: _____

Address: _____ Phone: _____

Full - time Part - time Casual (_____ hours per week) Weekly wage: \$ _____

If less than six months Previous Employer: _____

Occupation : _____ Period of Employment: _____

Contact Name: _____ Phone : _____ Weekly wage \$ _____

OTHER INCOME DETAILS

Student Name of College, TAFE, Uni: _____ Austudy \$ _____

Student Identification No. _____ Overseas Student Yes No Visa Expiry Date ____ / ____ / ____

Pensioner Type: _____ Allowance \$ _____

Unemployment benefit: _____ Allowance \$ _____

Other type of Income: _____ \$ _____

Self-Employed (Name of Business) _____ Wage \$ _____

Address: _____ Phone: _____

How long established: _____ ABN Number: _____

Accountant’s Name: _____ Phone: _____

PERSONAL REFERENCES – Does not include relatives (This must be completed in full)

Name: _____ Address: _____

Phone: _____ Relationship: _____

Name: _____ Address: _____

Phone: _____ Relationship: _____

Questions:

Have you ever been evicted or are you in debt to another Lessor or Agent? Yes No

If yes, give details _____

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

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details _____

DOCUMENTS REQUIRED FOR APPLICATION

Please speak with the Property Manager should you be unable to provide the following:

- Photo Identification (18+ Card, Driver’s Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)
- Written References (Personal, Rental and Employment)

APPLICANT 2 DETAILS:

Name : _____ D.O.B. ____ / ____ / ____

Phone: _____ Email: _____

Driver's Licence Number: _____ Licensed State: _____ Car Registration: _____

Passport Number: _____ Origin of Passport: _____ Expiry: _____

Are you an Australian Citizen: Yes No

Language Spoken: _____ Do you require interpreter Yes No

Number of vehicles to be kept at property _____ Are all vehicles registered Yes No

List vehicles to be kept at property: boat trailer van motorbike car truck

Do you own pets Yes No Number: _____ Type and Breed _____

Are the pets registered with the council Yes No **WILL BE REQUIRED TO SIGN PET AGREEMENT**

Do you have contents insurance Yes No Are you a smoker Yes No

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Phone: _____ Email: _____

Property Managers Name: _____ Period of occupancy: ____ / ____ / ____ to ____ / ____ / ____

Reason for leaving: _____

Do you expect the bond to be refunded in full Yes No If no, why: _____

PREVIOUS ACCOMMODATION DETAILS:

Address: _____ Suburb: _____ Postcode: _____

Rented Owned Boarding Name of Real Estate or Lessor: _____

Phone: _____ Email: _____

Property Managers Name: _____ Period of occupancy: ____ / ____ / ____ to ____ / ____ / ____

Reason for leaving: _____

Was the bond refunded in full Yes No If no, why: _____

Next of kin or other person to contact in case of an emergency (Not Living with you)

Name: _____

Address _____ Phone _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation: _____ Period of employment: _____

Employer : _____ Contact Name: _____

Address: _____ Phone: _____

Full - time Part - time Casual (____ hours per week) Weekly wage: \$ _____

If less than six months Previous Employer:

Occupation : _____ Period of Employment: _____

Contact Name: _____ Phone : _____ Weekly wage \$ _____

OTHER INCOME DETAILS

Student Name of College, TAFE, Uni: _____ Austudy \$ _____
Student Identification No. _____ Overseas Student Yes No Visa Expiry Date ___ / ___ / ___
 Pensioner Type: _____ Allowance \$ _____
 Unemployment benefit: _____ Allowance \$ _____
 Other type of Income: _____ \$ _____
 Self-Employed (Name of Business) _____ Wage \$ _____
Address: _____ Phone: _____
How long established: _____ ABN Number: _____
Accountant's Name: _____ Phone: _____

PERSONAL REFERENCES – Does not include relatives (This must be completed in full)

Name: _____ Address: _____
Phone: _____ Relationship: _____
Name: _____ Address: _____
Phone: _____ Relationship: _____

Questions:

Have you ever been evicted or are you in debt to another Lessor or Agent? Yes No
If yes, give details _____

I, the applicant, accept the property in its present condition Yes No
(A detailed Condition Report will be completed prior to you taking possession)
If no, give details _____

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- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)
- Written References (Personal, Rental and Employment)

TERMS AND CONDITIONS

AUTHORITY AND PRIVACY DISCLAIMER

Applicant's names: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I/ we, the applicant/s, understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant will be a suitable tenant for the property. I/ we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months from ____/____/____ at a rental of \$ _____ per week. The rent to be paid is within my means and I agree to pay a bond of \$ _____.

I, the applicant, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's creditworthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches that may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, creditworthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third-party operators of tenant default registry agents and/or other agents.

Once the application has been approved I agree to pay the bond & first 2 weeks rent with in 24 hours of approval by cleared funds the total of that being \$ _____.

In the event that the application is successful and acceptance is communicated and the bond is paid, but I/we decide not to proceed, I agree that this will mean "breaking of lease" has occurred and I will be responsible for the reletting costs and rent to be paid until another person takes occupancy or otherwise agreed by all parties. Upon communication of acceptance of this application by the agent I/we agreed that this tenancy shall be binding.

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.



APPLICANT 1 SIGNATURE _____

DATE _____

APPLICANT 2 SIGNATURE _____

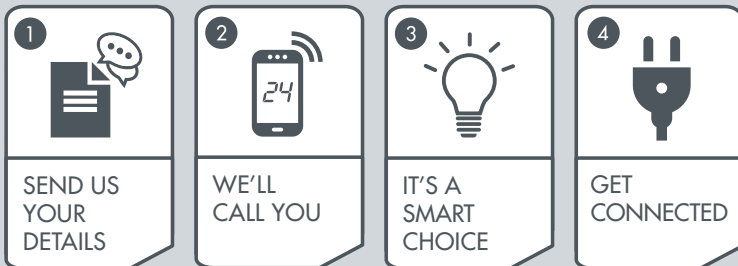
DATE _____

AGENT SIGNATURE: _____

DATE _____

GET CONNECTED IN *4 easy steps*

ALWAYS ON *guarantee*



We guarantee you get peace of mind with our Always On Guarantee*. Simply connect with one of our leading electricity and gas suppliers and we guarantee your connections will be ready on the day you move in.



Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity	Gas	Phone	Internet	Pay TV
Insurance	Removalist	Truck or van hire	Cleaners	

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



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

We guarantee that when you connect with one of our market leading 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 provided 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 entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised 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