

Residential Tenancy Application

Thank you for applying with **Davine Realty**, there are a few things to note before submitting your final application:

- Properties must be viewed prior to applying. Unless there are approved circumstances.
- All prospective tenants must complete an application form, along with the privacy statement.
- The office processes all applications, but it is the Landlord who has the final say as to who is successful and the ideal tenant for their property.
- If your application is successful you will be required to sign a form 18A Tenancy agreement within 24 hours.
- A bond of 4 weeks rents is required upon signing the Tenancy agreement.
- Two weeks rent is payable prior to collecting keys. This represents the first 2 weeks rent whilst in the tenancy.
- Rent and bond **MUST** be paid via direct deposit, Bank cheque, Money order or EFT.
- Davine Realty is a member of TICA, therefore at the end of this application there will be an agreement to say you are aware and give permission for us to pass on information to TICA Default Tenancy Control Pty Ltd and any other tenancy database for the assessment of your tenancy application.

Identification Check

We require all the applicants to get at least 100 points.

What you have to provide us with along with the form:

Documents required for identification check. Submit one from each group A, B & C

Photo ID	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Citizenship certificate <input type="checkbox"/> A current passport <input type="checkbox"/> A passport expired for less than 2 years, provided it has not been cancelled	<input type="checkbox"/> 70 points
Secondary Documents	<input type="checkbox"/> An Australian driver licence <input type="checkbox"/> An Australian proof of age card <input type="checkbox"/> Australian Firearms licence <input type="checkbox"/> A public service employee identification card <input type="checkbox"/> A financial benefit identification card (e.g. Concession card or Pension card) <input type="checkbox"/> Department of Veterans Affairs Card <input type="checkbox"/> A tertiary education institution student identification card	<input type="checkbox"/> 40 Points <input type="checkbox"/> 25 Points
Verification of name and address	<input type="checkbox"/> A payslip from a current employer, or a previous employer within the last 2 years <input type="checkbox"/> A land valuation certificate <input type="checkbox"/> A credit check <input type="checkbox"/> Credit card statement <input type="checkbox"/> Council rates account <input type="checkbox"/> Telephone account <input type="checkbox"/> Foreign driver licence <input type="checkbox"/> Medicare card <input type="checkbox"/> Utility account (telephone, gas, electricity, water) <input type="checkbox"/> Property insurance documents <input type="checkbox"/> Vehicle registration or insurance documents	<input type="checkbox"/> 25 Points
Verification of Name	<input type="checkbox"/> Marriage certificate (for maiden name only)	<input type="checkbox"/> 25 Points

Retrieved from Office of Fair Trading, 2019

APPLICATION FORM

I wish to undertake a tenancy for a period of _____ to commence on the _____ at a rental price of \$_____. I understand that I am to pay a rental bond of _____ on or before I take possession of the premises and sign a tenancy agreement.

PROPERTY ADDRESS:

Have you entered into any agreement or composition with your creditors under the provisions of the bankruptcy or otherwise? Yes/No



Name:	DOB:	Phone Numbers Mobile: Work: Home:
Current Address:		
Email:		
Car Rego Number:	Driver's License Number:	

Occupation

Occupation:	Length of Employment:
Company/ Employment:	Salary Per Week: \$
Supervisor Name:	Contact Number:
Supervisor Email Address:	

Current Living Situation

Current Agency/ Landlord:	Agency/ Landlord Phone Number:
Period of Occupancy:	Rent Amount- Per Week: \$
Reason for leaving:	

Personal Reference One

Name:	Phone:
Address:	

Personal Reference Two

Name:	Phone:
Address:	

Name of person (in case of emergency)

Name:	Phone:
Address:	



Business Reference One

Name:	Phone:
Address:	

Business Reference Two

Name:	Phone:
Address:	

Payslip

You are required to provide proof of income. This can be done easiest by submitting a minimum of three payslips from your employer.

Pets – Additional application required Yes/No

The customer acknowledge that they have received or have available to them from the lessor or agent

(Please select Yes or No)

The Form 17a, 18a, by laws (if applicable) before signing this application Yes / No

The customer acknowledges that they have received the Privacy Policy of then Agent Yes / No



Privacy Consent Agreement

I, the Applicant, agree to the following terms and conditions:

1. I declare that the above information is true and correct and that I have supplied it of my own free will.
2. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.
3. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check for my identification, my ability to care for the property, my character and my creditworthiness.
4. For such purpose, I authorise you to contact the persons named in the application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary.
5. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.
6. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.
7. consent and understand that should the tenancy be accepted and upon commencement of the Tenancy Agreement, there may be cause for Davine Realty/agent to pass my details onto others which may include insurance companies, body corporates, contractors and tradesmen, Davine Realty and TICA (or another tenancy default database);
8. consent to the use of email or facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth) and the method of receiving advice or notification by SMS is accepted;
9. declare that the above information is true and correct and that I have supplied it of my own free will.

Name of Applicant: _____

Signature: _____ Date: _____

If you do not complete this form or do not wish to sign the below consent, your application for tenancy cannot be considered due to insufficiency of the information required to properly assess your suitability. Should you wish to access personal information that Davine Realty holds about you, you may apply by contacting the privacy contact officer.