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PRE APPLICATION FACT SHEET

Welcome to Moreton Bay Regional Real Estate. We look forward to being able to assist you in finding your new home. We would like to take this opportunity to make you aware of our procedures for the rental application process.

APPLICATIONS

When you find a suitable property, it is a requirement that EVERY prospective occupant over 18 complete an application form. The application will not be processed unless all required information is supplied to our agency. Please refer to the application form as to what information is required.

APPLICATION PROCESSING TIME FRAME

Upon submitting a fully completed application form, the required processing time will be within 2 business days. We will phone you once the processing is complete, so please ensure that you provide us with all your contact details so that we can communicate with you quickly.

SUCCESSFUL APPLICANTS

If the lessor has approved the application, we will phone you and make an appointment for all applicants to come into our office to secure the premises. You will be required to pay the first 6 weeks – 2 weeks being your first two weeks rent and 4 weeks for the bond (cleared funds) and the Form 17a (Information Statement) and the Form 18a (Lease Agreement) will be signed and provided to you at the appointment.

This procedure must be done within 1 business day of approval.

If you have any questions, or require further information, please refer to our property management staff. We are here to help.

PLEASE ENSURE YOU HAVE READ THE PRIVACY STATEMENT BEFORE YOU COMPLETE THE APPLICATION FORM.

ALL PARTS OF THE APPLICATION MUST BE COMPLETED OTHERWISE THE APPLICATION WILL NOT BE PROCESSED.

EVERY PERSON OVER 18 MUST COMPLETE A SEPARATE APPLICATION FORM AND PRESENT 100 POINTS OF IDENTIFICATION.

COMPLETED APPLICATIONS ARE TO BE FAXED TO 07 3205 1666 OR SCANNED AND EMAILED TO rentals@mbrrealestate.com.au

I _____ declare that I have read and understand the above terms regarding to the application process.

Signed: _____ Date: _____



RESIDENTIAL TENANCY APPLICATION FORM

PROPOSED PROPERTY ADDRESS: _____ RENT P/W: \$ _____

LENGTH OF TENANCY: 3 MONTHS 6 MONTHS 12 MONTHS OTHER _____ COMMENCING: _____

FIRST NAME: _____ MIDDLE NAME: _____

FAMILY/LAST NAME: _____ PREVIOUS FAMILY/LAST NAME (IF APPLICABLE): _____

DATE OF BIRTH: _____ MARITAL STATUS: _____ 18+ CARD NO.: _____

DRIVERS LICENSE NO.: _____ STATE: _____ VEHICLE REGO. NO.: _____ STATE: _____

CAR BIKE MAKE, MODEL AND COLOUR: _____

CURRENT ADDRESS: _____

HOME PHONE NO.: _____ WORK NO.: _____

MOBILE NO.: _____ EMAIL ADDRESS: _____

OCCUPATION: _____ MEDICARE NO.: _____

ARE YOU OR ANY OF THE DEPENDENTS RESIDING WITH YOU, SMOKERS? YES NO

**THE PROPERTIES MANAGED BY THIS OFFICE MAY BE PROTECTED BY THE
BARCLAY MIS PROTECT & PROTECT PLAN.**

RENT @ \$ _____ PAYABLE _____ FOR A TERM OF _____ MONTHS, COMMENCING _____

PAYMENT DETAILS: RENT (2 WEEKS IN ADVANCE) FROM ___/___/___ TO ___/___/___ \$ _____

BOND (EQUIVALENT TO NO LESS THAN 4 WEEKS RENT) \$ _____

TOTAL AMOUNT PAYABLE ON OR BEFORE ___/___/___ \$ _____

NB: WEEKLY RENT REPRESENTS _____ % OF TOTAL INCOME.

BEFORE ANY APPLICATION WILL BE CONSIDERED, YOU MUST ACHIEVE A MINIMUM OF 100 POINTS

TYPE OF I.D.	NO. OF POINTS	COPY ATTACHED
COPY OF RATES NOTICE (IF PREVIOUSLY OWNED PROPERTY)	50	<input type="checkbox"/> POINTS VALUE _____
RENT LEDGER FROM CURRENT MANAGING AGENT	50	<input type="checkbox"/> POINTS VALUE _____
DRIVERS LICENSE	40	<input type="checkbox"/> POINTS VALUE _____
PHOTO I.D. (18+ CARD)	30	<input type="checkbox"/> POINTS VALUE _____
PASSPORT	30	<input type="checkbox"/> POINTS VALUE _____
CURRENT CAR/BIKE REGISTRATION PAPERS	10	<input type="checkbox"/> POINTS VALUE _____
COPY OF PHONE, ELECTRICITY AND/OR GAS ACCOUNTS	10 EACH	<input type="checkbox"/> POINTS VALUE _____
MEDICARE CARD	10	<input type="checkbox"/> POINTS VALUE _____
PROOF OF INCOME - IF EMPLOYED LAST 2 X PAYSLEIPS. IF SELF-EMPLOYED BANKS STATEMENT; ACCOUNTANTS DETAILS; TAX RETURN FOR PREVIOUS YEAR. IF UNEMPLOYED COPY OF CURRENT CENTERLINK STATEMENT.		<input type="checkbox"/> RELEVANT COPIES OF DOCUMENTATION ATTACHED.

EMPLOYMENT DETAILS

IF YOU ARE EMPLOYED ARE YOU FULL TIME PART TIME CASUAL CONTRACT

COMPANY NAME: _____ CONTACT PERSON: _____

ADDRESS: _____ PHONE NUMBER: _____

HOW LONG HAVE YOU WORKED THERE: _____ NETT WEEKLY INCOME (EXCL. OVER TIME): \$ _____

IF EMPLOYED LESS THAN 6 MONTHS PLEASE PROVIDE PREVIOUS EMPLOYER: _____

ADDRESS: _____ PHONE NUMBER: _____

LENGTH OF EMPLOYMENT: _____ POSITION HELD: _____

IF YOU ARE SELF-EMPLOYED

REGISTERED NAME OF BUSINESS: _____ ABN: _____

ADDRESS: _____ TYPE OF BUSINESS: _____

PHONE NUMBER: _____ PERSONAL NETT INCOME P/WEEK: \$ _____

NAME OF ACCOUNTANT: _____ PHONE NUMBER: _____

LENGTH OF TIME IN BUSINESS: _____ LIST ONE MAJOR CREDITOR: _____

IF YOU ARE A STUDENT ARE YOU FULL TIME PART TIME
ARE YOU AN OVERSEAS STUDENT YES NO IF YES VISA EXPIRY DAT IS : ____ / ____ / ____

NAME OF LEARNING INSTITUTION: _____ DEPARTMENT: _____

STUDENT UNION NUMBER: _____ STUDENT ID NUMBER: _____

INCOME SOURCE: _____ CONTACT: _____ NETT WKL INCOME: _____

IF YOU RECEIVE A CENTERLINK PAYMENT TOTAL AMOUNT RECEIVED WEEKLY (TOTAL PAYMENTS): \$ _____

TYPE OF PAYMENT: _____ CRN NUMBER: _____

YOUR RENTAL HISTORY

CURRENT AGENT/LANDLORD: _____ PHONE: _____

ADDRESS OF RENTED PROPERTY: _____ DATE VACATED: ____ / ____ / ____

RENT PER WEEK: \$ _____ PERIOD OF TENANCY: _____ REASON FOR LEAVING: _____

WAS THE BOND REFUNDED IN FULL YES NO IF NO WHY: _____

PREVIOUS AGENT/LANDLORD: _____ PHONE: _____

ADDRESS OF RENTED PROPERTY: _____ DATE VACATED: ____ / ____ / ____

RENT PER WEEK: \$ _____ PERIOD OF TENANCY: _____ REASON FOR LEAVING: _____

WAS THE BOND REFUNDED IN FULL YES NO IF NO WHY: _____

EMERGENCY CONTACT (NOT RESIDING WITH YOU)

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ PHONE: _____

REFERENCES

PLEASE COMPLETE ALL 5 REFERENCES REQUESTED BELOW, PLEASE DO NOT USE THE SAME CONTACT TWICE AND DO NOT USE THE SAME PERSON AS YOUR EMERGENCY CONTACT. YOUR 5 REFERENCES SHOULD INCLUDE, PARENT OR GUARDIAN, FAMILY MEMBERS NOT LIVING WITH YOU, PERSONAL FRIENDS (MUST BE AUSTRALIAN RESIDENTS) AND IF SELF EMPLOYED AT LEAST ONE ESTABLISHED TRADE OR BUSINESS REFERENCE.

1. NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ KNOWN FOR: _____ YEARS/MONTHS
HM PHONE: _____ MOBILE: _____ RELATIONSHIP: _____

2. NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ KNOWN FOR: _____ YEARS/MONTHS
HM PHONE: _____ MOBILE: _____ RELATIONSHIP: _____

3. NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ KNOWN FOR: _____ YEARS/MONTHS
HM PHONE: _____ MOBILE: _____ RELATIONSHIP: _____

4. NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ KNOWN FOR: _____ YEARS/MONTHS
HM PHONE: _____ MOBILE: _____ RELATIONSHIP: _____

5. NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ KNOWN FOR: _____ YEARS/MONTHS
HM PHONE: _____ MOBILE: _____ RELATIONSHIP: _____

WILL DEPENDENTS RESIDE AT THE PROPERTY? YES NO IF YES HOW MANY: _____

PLEASE LIST THEIR NAMES AND AGES: _____

WILL THERE BE ANY OTHER PERSONS LIVING AT THE PROPERTY? YES NO

IF YES WHO: _____

HAVE THEY COMPLETED A TENANCY APPLICATION FORM? YES NO

IF NO WHY? _____

DO YOU HAVE ANY PETS? YES NO IF YES HOW MANY: _____

PLEASE LIST TYPE AND BREED: _____

IS YOUR PET REGISTERED? YES NO IF YES REGISTRATION NUMBER: _____

DO YOU OWN A LAWNMOWER? YES NO IF NO HOW DO YOU INTEND TO CARE FOR THE LAWNS? _____

DISCLAIMER / AUTHORITY

I, THE SAID APPLICANT, DO SOLEMNLY AND SINCERELY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT ALL OF THE INFORMATION WAS GIVEN OF MY OWN FREE WILL. I FURTHER CONSENT TO THE LESSOR/AGENT CONTACTING AND /OR CONDUCTING ANY ENQUIRIES AND/OR SEARCHES WITH REGARD TO THE INFORMATION AND REFERENCES SUPPLIES IN THIS APPLICATION.

I, THE SAID APPLICANT, DO SOLEMNLY AND SINCERELY DECLARE THAT I AM OVER 18 YEARS OF AGE AND HAVE READ AND UNDERSTAND THE CONTENTS OF THIS AGREEMENT AND HAVE THE COMPETENCE AND CAPACITY TO ENTER INTO THIS AGREEMENT. I FURTHER DECLARE THAT I HAVE INSPECTED THE PROPERTY LOCATED AT _____.

1. I HAVE, OF MY OWN ACCORD, DECIDED THAT I WISH TO RENT THE AFOREMENTIONED PROPERTY COMMENCING ____/____/____ FOR A PERIOD OF _____ MONTHS.
2. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE RENTAL FOR THE SAID PROPERTY IS TO BE \$ _____ PER WEEK AND IS WITHIN MY MEANS.
3. (i) I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE RENTAL FOR THE SAID PROPERTY IS TO BE PAID EVERY _____ AND IS TO BE PAID BY THE DUE DATE AT ALL TIMES.
(ii) I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE LESSOR/AGENT WILL CARRY OUT AN INSPECTION ON THE PROPERTY ON A _____ BASIS AND I FURTHER WARRANT THAT I WILL COOPERATE FULLY TO ALLOW THIS INSPECTION TO BE CARRIED OUT.
4. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE ACCEPTANCE OF MY APPLICATION IS SUBJECT TO A SATISFACTORY REPORT BEING OBTAINED FROM INFORMATION SUPPLIED ON THE FULLY COMPLETED TENANCY APPLICATION SUBMITTED BY ME. I FURTHER CONSENT TO THE AGENT CARRYING OUT ANY ENQUIRIES NECESSARY TO PROCESS MY APPLICATION FOR TENANCY.
5. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT SHOULD THE LANDLORD BE PUT TO ANY EXPENSE OR EXPEND ANY MONEYS DURING THE CURRENCY OF THE TENANCY AGREEMENT OR AT THE EXPIRATION OF THE TENANCY AGREEMENT AS A CONSEQUENCE OF A BREACH BY ME IN THE PERFORMANCE AND OBSERVANCE OF THE OBLIGATIONS UNDER THE TENANCY AGREEMENT (INCLUDING BUT NOT LIMITED TO : EVICTIONS, PAYMENT OF RENT, MAINTENANCE OF THE PREMISES, MAKING GOOD ANY DAMAGE TO THE PREMISES), THAT ALL AND ANY SUCH MONEYS EXPENDED BY THE LANDLORD SHALL BE RECOVERABLE FROM ME AND PAYABLE BY ME, INCLUDING, BUT NOT LIMITED TO, LEGAL FEES, MERCANTILE AGENTS FEES, ACCOUNTANTS FEES, ETC..
6. I FURTHER CONSENT TO THE AGENT DISCLOSING ALL PERSONAL INFORMATION THAT THEY MAY HOLD FOR THE PURPOSE OF:
 - ⊙ LISTING MY NAME WITH A DATABASE AS A RESULT OF A TRIBUNAL ORDER
 - ⊙ ENFORCING A TRIBUNAL ORDER
 - ⊙ COMMENCING RECOVERY ACTION IN RELATION TO ANY DEBT OWED AS A RESULT OF OUTSTANDING RENT, REPAIRS AND/OR DAMAGE THAT OCCURRED OR OCCURS DURING MY PERIOD OF TENANCY.
7. I HAVE BEEN INFORMED AND UNDERSTAND THAT THIS PROPERTY MAY BE COVERED BY THE BARCLAY MIS PROTECT & COLLECT PLAN AND IN THIS CASE, I FURTHER CONSENT TO THE AGENT SUPPLYING MY PERSONAL INFORMATION TO BARCLAY MIS PROTECT & COLLECT PTY LTD.
8. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT SHOULD THIS APPLICATION NOT BE ACCEPTED, THE AGENT IS NOT REQUIRED OR OBLIGED TO DISCLOSE WHY OR SUPPLY ANY REASON FOR THE REJECTION OF THIS APPLICATION UNLESS THE APPLICATION IS DECLINED AS A RESULT OF MY NAME BEING LISTED WITH A TENANCY DATA BASE.
9. I HAVE BEEN INFORMED, UNDERSTAND AND CONSENT TO THE AGENT SUPPLYING ALL NECESSARY INFORMATION, AS MAY BE REQUIRED, TO ANY TENANCY DATA BASE/S THAT THEY USE, SUBJECT TO THE TENANCY DATA BASE/S COMPLYING WITH THE PROVISIONS OF THE PRIVACY ACT. FURTHER MORE I HAVE READ, UNDERSTAND AND ACCEPT THE AGENTS PRIVACY STATEMENT.
10. I HAVE BEEN INFORMED, UNDERSTAND AND ACKNOWLEDGE THAT THE AGENT HAS THE CONTACT DETAILS FOR THE TENANCY DATA BASE/S THEY USE AND THAT THE AGENT WILL SUPPLY THESE CONTACTS SHOULD I REQUEST THEM.

APPLICANTS FULL NAME: _____ MOBILE NUMBER: _____

APPLICANTS SIGNATURE: _____ DATE: _____



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URGENT RENTAL REFERENCE

IN ACCORDANCE WITH THE PRIVACY ACT, I THE UNDERSIGNED AUTHORIZE THE RECIPIENT OF THIS FAX TO GIVE INFORMATION TO **MORETON BAY REGIONAL REAL ESTATE** REGARDING MY RENTAL HISTORY.
I FURTHER UNDERSTAND THIS INFORMATION MAY BE USED TO ASSESS MY APPLICATION FOR TENANCY.

PLEASE COMPLETE THE INFORMATION BELOW AND RETURN WITH YOUR TENANCY APPLICATION FORM:-

APPLICANTS NAME: _____
CURRENT ADDRESS: _____
PERIOD OF TENANCY: _____ RENT PAID PER WEEK _____ NO OF OCCUPANTS: _____
CURRENT AGENT/LANDLORD _____
AGENT/LANDLORD PHONE: _____ FAX: _____
MANAGING AGENT EMAIL: _____
APPLICANTS SIGNATURE: _____ DATE: _____

IN ORDER FOR US TO PROCESS YOUR APPLICATION WE WILL FAX THIS TO YOUR CURRENT MANAGING AGENT/LANDLORD FOR A RENTAL REFERENCE CHECK.

PLEASE **DO NOT** COMPLETE THE SECTION BELOW, THIS WILL BE COMPLETED BY YOUR CURRENT MANAGING AGENT/LANDLORD

DEAR AGENT/LANDLORD, PLEASE COMPLETE THE FORM BELOW AND RETURN TO OUR OFFICE TOGETHER WITH A COPY OF **THE RENTAL LEDGER**, VIA EMAIL OR FAX.

NAME AND POSITION OF PERSON COMPLETING THIS FORM: _____
LENGTH OF TENANCY _____ RENT PER WEEK: \$ _____
WAS RENT PAID ON TIME _____
HAVE ANY BREACH NOTICES BEEN ISSUED? _____ TYPE: _____
WHERE INSPECTIONS CARRIED OUT? _____ DETAILS: _____
RESULTS OF INSPECTIONS: _____
WHERE LAWNS AND GARDENS MAINTAINED? _____
DID THE TENANT HAVE PETS? _____ TYPE: _____ APPROVED _____
ANY DAMAGE CAUSED BY PETS: _____
REASON FOR LEAVING (IF KNOWN) _____
WAS THE BOND REFUNDED IN FULL _____ IF NO WHAT WAS THE REASON _____
WOULD YOU RENT TO THIS TENANT AGAIN? _____ IF NO, WHY NOT? _____
SIGNATURE: _____ DATE: _____