



Wizard
Real Estate Agency

PO Box 1022, Morayfield, QLD, 4506
Ph: (07) 3204 2848 - Mobile: 0422 824 866
rentals@wizardrealestateagency.com.au

TENANT APPLICATION INFORMATION

One Application Form Per Person

OFFICE HOURS – We are mobile, you will need to email your application form.

Monday to Friday - 9am to 5:00pm

Your Application won't be accepted if ALL 6 pages are NOT COMPLETE, SIGNED & the SUPPORTING DOCUMENTATION is not provided

ESSENTIAL Supporting Documents – We require daytime phone numbers for ALL References

Photo Identification- 18+ card, Drivers licence, University, TAFE card, Passport OR if no photo id Birth Certificate

Other Identification- Medicare card, Bank card, Pensioner card

Proof of Current Address- Phone bill, Electricity account, Tenancy agreement, Council rates notice, In your name

Proof of Income- Last 4 wage slips, Current bank statements, Letter from your employer, Centrelink letter

If Self Employed- Last 3 months bank statements, Letter from your accountant, Certificate of registration

Proof of Regular Housing Payments- Receipts, Tenant ledger, Proof of mortgage payments, Bank statement

OPTIONAL: Written References- Personal, Rental references, Employment

Q How long does it take to process an application?

A Minimum of 2 working days (working days are Monday to Friday) for our office to process your Application.

If we need assistance or more information to process your application, we will be in touch.

Q Will you call me to let me know the outcome of my application?

A Once the owners have made their decision we will phone you to advise the outcome.

Q What happens if my application is Approved?

A Upon your application being approved, your Property Manager will call to make an appointment with you.

You will receive a copy of the Standard Terms & Conditions of your Tenancy Agreement, Annexure A, Body Corporate By-Laws (if applicable), Information Booklet 17a "Pocket guide for tenants" and your welcome pack.

It is important that you carefully read these documents prior to taking up the tenancy.

Q When is the Property Mine?

A Once all tenants have signed the tenancy documentation you will need to pay (Clear Funds Only) your first 2 weeks Rent & Bond. You need to bring your bank account details to this appointment.

Q When can I move in?

A On the day stated on the tenancy agreement. The keys can be obtained between the hours of 9.00am & 5:00pm Monday to Friday. Before you move into your new home we require full payment in cleared funds of the bond, first 2 weeks rent, and all Tenancy paperwork completed & signed.

This can only be done during these hours only.

We are a Cashless office - We will not accept payments by Cash, Eftpos.

The approved payment methods are or
Direct Deposit to our Trust Account, Cheque & Money Order.



IMPORTANT – PRIOR TO TAKING UP TENANCY

TENANT DATABASE CHECKS

Our office is a member of Tenancy Information Centre of Australia, which is a National Tenant Database Agency. When processing your application form, our office will conduct the necessary tenant checks with this company. 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 file until the default is rectified. We look forward to a harmonious agent/tenant relationship, and we will only take this course of action when necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

TENANCY AGREEMENT, SPECIAL CONDITIONS AND INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement & special conditions, tenant information booklet & body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions prior to entering into the tenancy agreement

PAYMENT OF YOUR RENT & BOND

Before you can move into your new home you must pay **2 weeks rent & bond in cleared funds only**. If your weekly rent is more than \$700 per week the bond required may vary. This office does **NOT** accept bond transfers. If you were relying on a bond transfer, please discuss this with your Property Manager when we call you to approve your application.

All monies must be paid in cleared funds prior to collecting the keys or the access will not be provided.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All costs and deposits are the tenant's responsibility. We can assist with this, please complete the Direct Connect Form and we will do the rest.

SMOKING

It is our company policy that no smoking is permitted inside the property due to health, safety & fire risks.

YOUR CONDITION REPORT

When you move into the property, be very particular with the condition report & make sure you mark down anything not already outlined on the condition report otherwise you will be liable for the any discrepancies when you vacate. **It is legislation that the condition report is returned to the agent within 3 days of receiving the entry condition report.** Keep a copy of this report in a safe place during your tenancy, as you will need to refer to this report when vacating.

YOUR CONTACT DETAILS

It is the tenant's responsibility to notify our office of all new phone numbers. We require your telephone number if repairs need to be carried out or in the case of an emergency. Should your telephone numbers change at any time you must notify us.

RENT PAYMENTS

Our company policy is that all rental payments are to be made using Cheque, Money Order or direct deposit to our trust account. We DO NOT accept any other payment method.



APPLICATION FOR RESIDENTIAL TENANCY

ALL SECTIONS OF THIS 7 PAGE APPLICATION MUST BE COMPLETE & SIGNED

PROPERTY ADDRESS: _____

YOUR INFORMATION - Please write clearly

Full Name:		D.O.B: / /	
Are you known by another name / Maiden Name:			
Home Phone:	Work Phone:	Mobile:	
Email address:		Fax:	
Drivers Licence#	Licence State:	Other ID:	
Passport No#	18+ Card#	Are you a smoker: YES or NO	
Car Make/Model & Year:		No of Cars to be kept on premises:	
Car Registration#	Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property		
Pets YES or NO How many?	Type & Breed:	Registered YES or NO	
Full Names & Ages of ALL persons to occupy the premises			
1.		2.	
3.		4.	

1. YOUR CURRENT ADDRESS If you are relying on a bond transfer, contact our office immediately

Address:	<input type="checkbox"/> Rented	\$ per week	<input type="checkbox"/> Owned
Name of Current Real Estate / Landlord / Agent if property sold:			
Address:	Ph:	Fax:	
Period of occupancy / / to / /		Reason for leaving:	
Do you expect a full bond refund YES or NO If No why;			

2. YOUR LAST ADDRESS

Address:	<input type="checkbox"/> Rented	\$ per week	<input type="checkbox"/> Owned
Name of Current Real Estate / Landlord / Agent if property sold:			
Address:	Ph:	Fax:	
Period of occupancy / / to / /		Reason for leaving:	
Do you expect a full bond refund YES or NO If No why;			

3. YOUR PREVIOUS ADDRESS

Address:	<input type="checkbox"/> Rented	\$ per week	<input type="checkbox"/> Owned
Name of Current Real Estate / Landlord / Agent if property sold:			
Address:	Ph:	Fax:	
Period of occupancy / / to / /		Reason for leaving:	



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APPLICANT TO COMPLETE THIS SECTION ONLY

CURRENT Employer Name: _____ Fax No: _____
 Email address: _____ Phone No: _____
 Employee Name: _____
 Applicant's Signature Approving Reference Request: _____

Attention: Human Resources

From: Wizard Real Estate Agency

This is to advise that the above listed prospective tenant has submitted an application for tenancy to our office. To enable our office to process the information could you please complete the following information and return this form to our office **urgently!**

Does the above prospective tenant work for you? Yes or No

What is their position with your company? _____

How long has the above prospective tenant been employed? _____

Is the position with your company secure and stable? Yes or No

What are the above prospective tenants NET weekly earnings? \$ _____

Have you ever been a guest in the prospective tenant's home? Yes or No

Do they care for the property? Yes or No

Would you rent to the above prospective tenant? Yes or No

Additional Comments:

Print Name: _____ **Signature:** _____

Position in Company: _____ **Date:** / /2013

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Thank you for taking the time to provide our office with a reference we really do appreciate it!
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APPLICANT TO COMPLETE THIS SECTION ONLY

CURRENT Real Estate Name: _____ Fax No: _____
 Email address: _____ Phone No: _____
 CURRENT Property Address: _____
 Tenant Name/s on Lease: _____
 Applicant's Signature Approving Reference Request: _____

Attention: Property Manager

From: Wizard Real Estate Agency

This is to advise that the above listed tenant/s have submitted an application for tenancy with our office. To enable our office to process the information could you please complete the following information and return this form to our office **urgently!**

Print out Tenant Ledger & Fax back with this Reference

Done

Please confirm that the above tenant/s are leaseholders / were leaseholders / approved occupants at the above mentioned property?

Yes or No

Date tenancy agreement commenced & expired

/ / to / /

Did your office terminate the tenancy?

Yes or No

If Yes, Reason: _____

The weekly rent paid?

\$ _____

Was rent always paid on time?

Yes or No

Max. period of arrears _____ days

During their tenancy were any Form 11 or 12 Notice Issued?

Yes or No

Reason: _____

Did you complete Periodic Inspections?

Yes or No

Were the inspections Excellent Clean & Tidy Not Good

Yes or No

Comments: _____

Did you receive any complaints during the tenancy?

Yes or No

Comments: _____

Did the tenant keep any pets on the property?

Yes or No

Type of Pet and How Many: _____

Was the property left in a satisfactory condition when they vacated?

Yes or No

Comments: _____

Did they receive a full bond refund?

Yes or No

List deductions: _____

Was the tenant ever abusive to any of your staff?

Yes or No

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APPLICANT TO COMPLETE THIS SECTION ONLY

PREVIOUS Real Estate Name: _____ Fax No: _____
Email address: _____ Phone No: _____
PREVIOUS Property Address: _____
Tenant Name/s on Lease: _____
Applicant's Signature Approving Reference Request: _____

Attention: **Property Manager**

From: **Wizard Real Estate Agency**

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TERMS & CONDITIONS, AUTHORITY & PRIVACY DISCLAIMER

Applicant Name: _____

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, the applicant, 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 have inspected _____ listed rental property & wish to take a tenancy of such premises for a period of _____ months/years from the ____/____/____ 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, being 2 weeks for RENT & 4 weeks for BOND or if rent is over \$700 per week then the bond amount is negotiable.

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 a minimum of two (2) weeks rent to secure the property, being \$_____. THE PROPERTY WILL NOT BE HELD UNTIL THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES AND WE RECEIVE THE 2 WEEK'S RENT.

I, 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.

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

I the applicant accept the property in its present condition Yes or No
(A detailed condition report will be completed prior to you taking possession)

If no, give details _____

APPLICANT SIGNATURE: _____ DATE / / TIME: _____

OFFICE USE All sections complete All questions complete All Supporting Paperwork Attached

How did you find this rental property? RENTAL LIST, TO LET SIGN, INTERENT, OUR STAFF, OTHER _____

APPROVED BY AGENT: YES OR NO

AGENTS NAME: _____ DATE / / TIME: _____

APPROVED BY OWNER: YES OR NO

OWNERS NAME: _____ DATE / / TIME: _____