



Shop 1, 191-195 Waller Road, Regents Park Q 4118  
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 Website: [www.brownsplainsrealestate.com.au](http://www.brownsplainsrealestate.com.au)

## TENANCY APPLICATION FORM

Property Address	Rent per week	Date viewed
1 <sup>st</sup>	\$	
2 <sup>nd</sup>	\$	
3 <sup>rd</sup>	\$	

**ANYONE OVER 18 MUST FILL IN AN APPLICATION. ALL APPLICANTS MUST BE OVER 18.**

Applicants must view inside the property prior to submitting an application form.  
*Applications can take up to 3 business days to be processed and only approved applicants will be contacted.* We require you to supply 100 pts of original I.D. We are able to copy this for you, however this is charged at a rate of **50c per page**.

### WHAT YOU MUST HAVE:

1. A DRIVERS LICENCE OR 18+ CARD
2. CURRENT PROOF OF INCOME FOR 1 MONTH PERIOD
3. IF SELF EMPLOYED THE MOST RECENT PROFIT & LOSS STATEMENT

100 POINT CHECK			
		A1	A2
Drivers License	40 Pts		
Passport	40 Pts		
Birth Certificate / Extract	30 Pts		
18+ Card	30 Pts		
Current Proof of Income (1 month period)	20 Pts		
Previous Landlord Reference	20 Pts		
Rent Ledger from current Agent	20 Pts		
Rates Notice (proof of ownership)	20 Pts		
Pension Card	20 Pts		
Phone / Electricity / Gas Account	10 Pts		
Bank Statement / Keycard / Mastercard	10 Pts		
Medicare Card /Health care card	10 Pts		
Motor Vehicle Registration certificate	10 Pts		
TOTAL POINTS			

**\*OFFICE USE ONLY\***

APPLICATION RECEIVED ON:     /     /     TIME:     TAKEN BY

## Applicant 1

Name in Full \_\_\_\_\_ Other name known by \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License Number \_\_\_\_\_ Car Registration Number \_\_\_\_\_  
Home Number \_\_\_\_\_ Mobile Number \_\_\_\_\_  
Email Address \_\_\_\_\_

## Current Address \_\_\_\_\_ Rent per week \$ \_\_\_\_\_

Period of occupancy \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Current Agent/Landlord \_\_\_\_\_ Contact Number \_\_\_\_\_  
Agent/Landlord's Address \_\_\_\_\_

## Previous Address \_\_\_\_\_ Rent per week \$ \_\_\_\_\_

Period of occupancy \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Current Agent/Landlord \_\_\_\_\_ Contact Number \_\_\_\_\_  
Agent/Landlord's Address \_\_\_\_\_

Was your bond refunded in full? \_\_\_\_\_ If no, why? \_\_\_\_\_

## Employment History

Current Employer \_\_\_\_\_ Your Position \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Period of Employment \_\_\_\_\_ Net income per week \$ \_\_\_\_\_

If you are on Centrelink you **MUST** provide your latest income statement. If you are Self-Employed you **MUST** provide your latest Profit & Loss Statement.

## Emergency Contact details of closest relative who will not be residing with you

Full Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_ Contact Number \_\_\_\_\_

## Personal Reference \*\* someone you have known for over 12 months that is not related to you

Full Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_ Contact Number \_\_\_\_\_

## Other persons wishing to occupy the premises UNDER 18 years old

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

License Number (if applicable) \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

License Number (if applicable) \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

License Number (if applicable) \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

License Number (if applicable) \_\_\_\_\_



**FREE Utility Connection Service - with a difference!**  
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- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

**E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au**

## Applicant 2

Name in Full \_\_\_\_\_ Other name known by \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License Number \_\_\_\_\_ Car Registration Number \_\_\_\_\_  
Home Number \_\_\_\_\_ Mobile Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**Current Address** \_\_\_\_\_ Rent per week \$ \_\_\_\_\_  
Period of occupancy \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Current Agent/Landlord \_\_\_\_\_ Contact Number \_\_\_\_\_  
Agent/Landlord's Address \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Rent per week \$ \_\_\_\_\_  
Period of occupancy \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Current Agent/Landlord \_\_\_\_\_ Contact Number \_\_\_\_\_  
Agent/Landlord's Address \_\_\_\_\_  
Was your bond refunded in full? \_\_\_\_\_ If no, why? \_\_\_\_\_

## Employment History

Current Employer \_\_\_\_\_ Your Position \_\_\_\_\_ Contact Name \_\_\_\_\_  
Contact Number \_\_\_\_\_ Period of Employment \_\_\_\_\_ Net income per week \$ \_\_\_\_\_  
If you are on Centrelink you **MUST** provide your latest income statement. If you are Self-Employed you **MUST** provide your latest Profit & Loss Statement.

## Emergency Contact details of closest relative who will not be residing with you

Full Name \_\_\_\_\_ Relationship to you \_\_\_\_\_  
Address \_\_\_\_\_ Contact Number \_\_\_\_\_

## Personal Reference \*\* someone you have known for over 12 months that is not related to you

Full Name \_\_\_\_\_ Relationship to you \_\_\_\_\_  
Address \_\_\_\_\_ Contact Number \_\_\_\_\_

## Other persons wishing to occupy the premises UNDER 18 years old

Full Name _____	Full Name _____
Date of Birth ____/____/____	Date of Birth ____/____/____
License Number (if applicable) _____	License Number (if applicable) _____
Full Name _____	Full Name _____
Date of Birth ____/____/____	Date of Birth ____/____/____
License Number (if applicable) _____	License Number (if applicable) _____

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to the approval of the owner/lessor. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection. I also understand that should my application not be accepted, Browns Plains Real Estate will keep the information supplied to them for 4 weeks then it will be shredded as per their Office Policy and Procedures. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain details of my creditworthiness from:

- a) The agent will notify us the owner or the Agent of my current or previous residence
- b) My personal referees and employer/s
- c) Any record, listing or database of defaults by tenants
- d) If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonable considers has an interest in receiving such information.

I wish to take a tenancy of such premises for a period of \_\_\_\_\_ months from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$ \_\_\_\_\_ per week and that the rental to be paid is within my means.

I also undertake to pay a rental bond of \$ \_\_\_\_\_ upon the signing by me of the tenancy agreement. IT IS AGREED that I will pay as a deposit the sum of \$ \_\_\_\_\_ (equal to the first two week's rent) within 24 hours of my application being approved and that if I change my mind prior to signing the lease as a tenant then I agree to forfeit such deposit after 48 hours of paying. It is also agreed that immediately upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both landlord and tenant.

APPLICANT 1 NAME: \_\_\_\_\_ APPLICANTS SIGNATURE: \_\_\_\_\_

APPLICANT 2 NAME: \_\_\_\_\_ APPLICANTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments, other landlords / agents and current / previous employer.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect information and pass such information onto TICA Default Tenancy Control P/L Barclay MIS. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and in inquiry made with a database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from database companies is subject to the conditions of the Database Companies.

I/we understand that TICA Default Tenancy Control Pty Ltd & Barclay MIS are database companies that allow its members access to information from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd or Barclay MIS could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

**Applicants Name/s:** \_\_\_\_\_/\_\_\_\_\_

**Signed by Applicants:** \_\_\_\_\_/\_\_\_\_\_

**Signed by Agent / Member:** \_\_\_\_\_

**Dated:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## PET APPLICATION AND AGREEMENT

**AGENCY DETAILS** – Browns Plains Real Estate, 191 – 195 Waller Road, Regents Park

**PROPERTY ADDRESS** - \_\_\_\_\_

**GENERAL** - Please note this is an application only. Please read the below terms and conditions, if a pet is approved these are your responsibilities.

### PET DETAILS

	PET 1	PET 2	PET 3
Type of pet			
Breed			
Name			
Council Reg #			
Age			
Size (small, medium, large) If caged/tank animal size & number of cages/tanks.			
Gender			
Inside/Outside			

### TERMS AND CONDITIONS

The Applicants acknowledge and agree to the following terms:

1. The Applicant is liable for any damage to the property, or injury caused by any pet that is permitted onto the property.
2. The Applicant accepts full responsibility for any injuries to third parties or their property caused by their pets. The Landlord is not responsible for any issues that arise as a result of the pet.
3. The Applicant is responsible to have internal and external flea treatment completed upon vacating by a professional pest company who will provide a warranty.
4. The pet/s are to remain outside at all times, unless otherwise specified.
5. By signing the below you are only requesting approval for the pets to be accepted at the property.

### ACKNOWLEDGMENT BY APPLICANT

Applicant Name	Signature	Date





#### APPROVAL/DECLINE

- ☐ Application Approved
- ☐ Application Declined

The Lessor has agreed to permit pet/s at the premises as specified in this Pet Agreement and the General Tenancy Agreement. The agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the application above.

#### TENANT AGREEMENT

To be signed if pet/s approved

Tenant name	Signature	Date

#### AGENT

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