



Tenancy Application request Form

Each applicant must submit an individual form.

Anyone over the age of 18 will need to complete an application.

If the applicant is a first time renter, a student or a recent graduate, they may not have a rental history. In this case, you can require a co-signer for the lease.

Property Details;

Address of property; _____ Lease commencement ; Date _____
 _____ Rental Amount; \$ _____

Lease term; 6 Months. 12 months. Other;

No of tenants to occupy; Adults. Children. Ages of children.

Personal Details:

Surname: _____ First Name: _____ Title _____
 Known by any other name: _____ Date of Birth: ___/___/___
 Medicare number: _____ Driver's License number: _____ Pass _____

Contact Details: Email: _____
 Home Phone: _____ Work: _____ Mobile _____

Current Address details: _____
 Time at current address (dd/mm/yyyy) _____ to _____ / / Owned Rented
 Rent per week _____ No _____ Street _____ Suburb _____ State _____

Name Agency or Landlord _____
 Address _____ Contact number _____

Referee contact details 1:

Full Name _____ Relationship: _____
 Address: _____ State _____ Postcode _____
 Home PH: _____ Mobile: _____ Email: _____

Emergency contact details 2:

Full Name _____ Relationship: _____
 Address: _____ State _____ Postcode _____
 Home Number: _____ Mobile: _____ Email: _____

Please answer the following questions.

Do you have any Pets? YES / NO Number _____ Type _____

Do you have children living with you? YES / NO

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Do you Smoke? YES / NO

(please be aware that the lessor has the option to allow smoking inside).

Have you ever been evicted by a Landlord/Agent? YES / NO

If Yes, Please indicate reason's

Have you been refused a property by Landlord/Agent? YES / NO

If Yes, Please indicate reason's

Are you in debt to another Landlord/Agent? YES / NO

If Yes, Please indicate reason's

Have you ever had money deducted from a rental bond at the end of a Tenancy?

If Yes, Please indicate reason's YES / NO

Have you ever had in dispute with Landlord/Agent? YES / NO

If Yes, Please indicate reason's

Have you ever been to a tribunal in relation to any previous tenancy?

If Yes, Please indicate reason's YES / NO

Are you an undischarged bankrupt? YES / NO

Do you receive a Centre link payment? YES / NO _____

Type of Payment: _____ Customer Reference Number: _____

Employment;

Employee: Yes / No Student: Yes / No Self employed: Yes / No

Full time: Yes / No Part time: Yes / No Casual: Yes / No Contract: Yes / NO

Employer details or educational institution

Name; _____ Your position Role: _____

Contact Name of supervisor or owner; _____ W Ph _____

Start date employees only ____/____/20 ____ Years ____ Months ____

Self-Employment Details:

Date Commenced ___/___/___ Company Name/ Trading Name_____

Business address_____ Position Held_____

ABN_____

Mobile _____

Accountant Name_____ Accountant Phone_____

Personal Reference 1: At least one reference must not be related

Given Name_____ Surname_____ Relationship_____

Known for _____ years Home Number_____ Mobile _____

Number_____ Street _____ Suburb/Town_____ State_____

Personal Reference 2: At least one reference must not be related

Given Name;_____ Surname;_____ Relationship;_____

Known for _____ years. Home Number_____ Mobile _____

Number_____ Street _____ Suburb/Town_____ State_____

100 Points of ID: Before any application will be considered, you must provide a minimum of 100 points & provide a current credit check (No older than 30 days):

If you are unable to provide the required 100 point check we cannot process the residential application form.

The following Documents are to be sighted by the Property Manager upon application. Copies must be supplied upon application.;

Item	✓	Points	Initial	Item	Points	✓	Initial	
Drivers License		40		Bank Statement	20			
Passport		40		Electricity Bill	20			
Other photo ID		20		Telephone Bill	20			
Current wages advice		30		Mobile phone bill	20			
Previous tenant Reference		20		Trade license	10			
Rent receipts		20		Registration notice	10			
Medicare card		20						

Please forward the tenancy application ; Email; info@mardelgroup.net Contact Phone ; (07) 3279 6630

Postal ; PO Box 1048 , Gables Qld, 4300 Office; 1 / 10 Boron street, Sumner , Qld, 4074

I (name); _____ consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy

Data bases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor.

The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at rentals.org.au.

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 our own free will. We further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application. I, the said applicant, do solemnly and sincerely declare that we are 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, the said applicant, do solemnly and sincerely declare that:

I have inspected the property located at: _____

I have of my own accord decided that I wish to rent the aforementioned property for a period of _____ months / years.

I have been informed, understand and agree that the rental for the said property is to be \$ _____ per week and is within our means to afford the property.

- (i) I have been informed, understand and agree the rental for the said property is to be paid weekly or fortnightly and is to be 2 weeks in advance at all times and that rent is never to be in arrears for any reason at all.
- (ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection at the property on a quarterly basis and we further warrant that we will cooperate fully to allow this inspection to be carried out.

5. I have been informed, understand and agree that the bond for the aforementioned said property will be

\$ _____ (\$ _____ x 4 weeks) this must be paid in cash along with two weeks rent prior to signing the Residential Tenancy Agreement.

6. I have been informed, understand and agree that the acceptance of our application is subject to a satisfactory report being obtained from references and information supplied on the fully completed Residential Tenancy Application submitted by us.

I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the Residential Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered by us.

I have further consented to the agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of unpaid rent, repairs and/or damage that occurred or occurs during our period of tenancy. Any debts lodged with a collection agency will incur a charge to cover recovery costs which is payable by me.

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.

I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any tenant Data Base's that they use, complying with the provisions of the Privacy Act.

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 we request the contact details.

I hereby give permission for a representative / employee of the Mardel Group to contact our referees/emergency contacts/ previous renting agents/ employer and others to gather all information required relating to our previous rental history and our suitability to rent a property.

Applicants Full Name: _____

Applicant's Signature: _____ Dated ____/____/20____

You have the right to seek legal advice prior to signing / completing this document.

General Information; Renting in Queensland.

When renting... You must » pay the rent on time » keep the property clean and undamaged and leave it in the same condition it was in when you moved in (fair wear and tear excepted) » abide by the terms of the tenancy agreement » respect your neighbours' right to peace and quiet.

Period of tenancy agreement: » Fixed term agreement – has a start date and an end date and you agree to rent the property for a fixed amount of time (e.g. 12 months) » Periodic agreement – when you agree to rent the property for an unspecified amount of time (there will be a start date but no end date) Bond A rental bond is a security deposit you pay at the start of a tenancy and is lodged with the RTA. The property owner/manager must not hold your bond. Once the bond is paid the property owner/manager must give you a receipt and complete a Bond lodgement (Form 2) which you must sign. The property owner/manager must lodge the bond with the RTA within 10 days. You will receive notification from the RTA once the bond has been lodged. Bond increases Your bond can be increased if your rent is increased. It must be at least 12 months since the last increase and you must be given 1 month's notice.

Rent Generally you will be asked to pay rent in advance before, or when you move in. You can't be asked to pay more rent until it has been used up. » For a fixed term agreement: a maximum of 1 month's rent in advance » For a periodic agreement: a maximum of 2 weeks rent in advance Rent increases It must be at least 6 months since the tenancy started or the rent amount changed. Rent cannot be increased during a fixed term agreement unless it is stated in the agreement and even then 2 months notice (in writing) must be given. Rent can be increased in a periodic agreement by giving 2 months notice (in writing). Rent decreases Rent decreases may occur when there is a drop in the standard of the property, a decrease in services provided (e.g. the availability of car parking), or if a natural disaster (e.g. flooding, fire) makes the property partially unfit to live in. Water usage You can be charged full water consumption costs only if the property owner/ manager meets a specific set of conditions. Check your tenancy agreement and our website for more details. Electricity/gas/phone/internet Check your tenancy agreement – in most cases you will need to arrange connection and pay for the services. Entry condition report The property owner/manager must give you an Entry condition report (Form 1a). It records the condition of the property at the start of the tenancy and is an important document if there is a dispute about the condition of the property when you move out. You must complete it and return a signed copy to the property owner/manager within 3 days. The property owner/manager must give you a copy of the final report within 14 days.

Maintenance You are responsible for looking after the property and keeping it, and any inclusions (like the oven), clean. The property owner/manager is responsible for ensuring the property is fit to live in and in a good state of repair. They must also make sure it complies with any health and safety laws. Repairs You should notify the property owner/manager of any necessary repairs. They will generally carry out the repairs or organise someone to do them. You should not carry out repairs without written consent. When entering the property to fix the problem the property owner/manager must comply with the appropriate entry notice period. If you or your guests damage the property, you may have to pay for the repairs. Fixtures Fixtures can only be added with the property owner/manager's written consent and they do not have to agree to the request if they give a good reason.

Inspections and viewings Routine inspections can be carried out every 3-4 months to ensure the property is well cared for and there are no maintenance or health and safety issues. The property owner/manager may also need to enter the property for repairs or a viewing if it is being re-let or put up for sale. In most cases they must give you an Entry notice (Form 9) before they can enter. However, the property owner/ manager may enter in an emergency or if you verbally agree with the entry. Entry must occur at a reasonable time.

Extending your fixed term tenancy If you want to stay on under a new fixed term agreement, and there are no changes other than the end date, you and the property owner/manager should sign a letter or statement that includes the new date. If there are any changes to any of the terms of the agreement, the property owner/manager will need to prepare a new written tenancy agreement. You and the property owner/manager must sign the new agreement before the old one ends. If there is a significant change (e.g. a rent increase you think is excessive) you can dispute it, but only after you've signed the new agreement. If the end date of a fixed term agreement goes by without any contact between you and the property owner/manager, the agreement continues as a periodic agreement.

Ending your fixed term or periodic agreement You cannot move out at the end of a fixed term agreement without giving notice. If you wish to leave you must give 14 days notice in writing. If the property owner/manager wants you to leave they must give you 2 months notice. You must continue to pay rent until you move out. You must leave the property in the same condition it was in before you moved in, fair wear and tear excepted. You may have to pay for carpet cleaning or pest control if they are included in the special terms of your tenancy agreement. **Breaking your tenancy agreement** If you break the tenancy agreement (e.g. you decide to leave early), you may be responsible for compensating the property owner/manager for lost rent until another tenant can be found or the tenancy ends. You may also be liable for other costs such as the cost of re-letting the property and advertising.

Exit condition report You must complete an Exit condition report (Form 14a). It shows the condition of the property when you leave. If possible you should try to arrange a final inspection with your property owner/manager. The property owner/manager must complete their side of the report, sign it and return a copy to you within 3 business days of receiving it.

Getting your bond back You get your bond back at the end of the tenancy as long as no money is owed to the property owner/manager for rent, damages or other costs. You can apply on, or after, handover day to have your bond money returned.

You need to provide the RTA with your contact details, forwarding address and bank account details to receive your bond refund. Bonds can only be refunded into Australian bank accounts

The RTA will refund the bond as directed within a few days. If you and the property owner/manager disagree You or the property owner/manager can submit a bond refund form. The RTA will then send the other person a Notice of claim and the option to submit a Dispute resolution request (Form 16).

If the RTA does not receive a completed Form 16 within 14 days, the bond will be paid out, as directed, by whoever first lodged the bond refund form. If they do respond, the RTA dispute resolution service will try to help resolve the disagreement. If agreement is reached, you and the property owner/ manager sign the bond refund form and the bond is paid out as agreed.


If agreement is not reached, the person who lodged the dispute resolution request form can apply to QCAT for a decision. They must do so within 7 days and notify the RTA in writing of the QCAT application within the correct timeframe. If no QCAT application is lodged within 7 days, the RTA will pay the bond as directed by the person who first lodged the bond refund form.

Office use only;

Property Address;

Tenant Name;

Date;

		Satisfactory	Unsatisfactory	comments
Check list (approval)				
Personal reference checked				
Tenancy data base checked				
Employment status checked				
Previous agent rental checked				
Salary more than one third of rent.				
Tenant Has Good Credit				
Check their income/debt ratio. Rent no less than 1/3				
Criminal Background Check				
Consistent Lifestyle Do they move or switch jobs often?				
Lesser approved				
Lesser notified				

Ccomments,

Property Manager Name..... Sign.....Date.....