

**OFFICE USE ONLY:**

Deposit: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Application accepted: YES / NO

Property Inspected: YES / NO Date: \_\_\_\_\_

Forms 17a, 18a, Special Conditions of Tenancy and if applicable Body Corporate  
 By-Laws provided to tenant ahead of application being lodged.

## RESIDENTIAL TENANCY APPLICATION

**\*\*Please Note: Application must be fully completed and all required documents attached\*\***

I / We agree to supply the following for each Applicant ...

Office Use

- |   |                          | 1                        | 2                        |
|---|--------------------------|--------------------------|--------------------------|
| • Application Form to be delivered in person by all Applicant/s to our office at 630 Samford Road Mitchelton.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • 3 Forms of identification. As an example Passport / Drivers Licence / Medicare Card / Birth Certificate / Passbook / ATM Card (at least 1 card must have a photo ID).                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • 4 recent rental receipts or tenant ledger statement.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copies of at least 2 different accounts. As an example Electricity, Telephone, Car Registration, Bank Statements etc.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • 4 recent pay slips or Income and Asset Statement from Centrelink or last tax return (if self employed).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Denovans Real Estate must be informed prior to any deposit being paid if you will be receiving a Queensland Housing Commission Bond Loan  |                          |                          |                          |
| • <b>A Holding Deposit, equal to one weeks rent must be paid by credit or debit card immediately upon notification from Denovans Real Estate that your application has been approved.</b> |                          |                          |                          |

The Holding Deposit will secure you the right to rent the property on the terms you have submitted within this application in conjunction with the conditions set out in the General Tenancy Agreement previously provided to you, or those subsequently amended and agreed to in writing between you and Denovans Real Estate.

**PLEASE NOTE: Your Holding Deposit will be forfeited if you withdraw your application after the option period has expired. All parties agree that the option period will expire one hour from when payment is made. Payment is considered to be made at the time printed on the receipt. A forfeited holding deposit will be payable to the owner of the property. You may have further obligations to the owner under the Residential Tenancies and Rooming Accommodation Act 2008 (QLD) and the General Tenancy Agreement.**

You will not be entitled to have the property held for you until your application is approved and the Holding Deposit is paid. If the holding deposit is not paid immediately upon approval, your application will be deemed to have been withdrawn and the property will be made available to other prospective tenants unless otherwise agree to by Denovans Real Estate. Additionally, the balance of rent and bond is required to be paid within 72 hours of acceptance.

- All Applicant/s must sign the Application at Denovans Real Estate office at time of delivery

I/We the Applicant/s understand and acknowledge the above requirements and terms

**PROPERTY ADDRESS:**

**DATE**

/ /

**APPLICANT NAME/S**

**APPLICANT SIGNATURE/S**

**APPLICANT 1**

All Christian Names:		Surname:
Home Phone:	Work Phone:	Mobile Phone:
Email:	Date of Birth: / /	Drivers Licence No / State of Issue:

Have you any dependants: YES / NO	If YES to dependants please supply names and ages of dependants:
Are you a smoker: YES / NO	

<u>Present</u> Address:	Period of Occupancy:
Name and Address of Agent / Lessor:	Agent / Lessor Phone:
Why are you leaving ?	Weekly Rent: \$

<u>Previous</u> Address:	Period of Occupancy:
Name and Address of Agent / Lessor	Agent / Lessor Phone:
Why did you leave ?	Weekly Rent: \$

**Complete either:**

Occupation:	Current Employer:
Employers Address:	Employers Phone:
Time with Employer:	Weekly Income (net): \$

**or if Self Employed**

Name of Business:	ABN:
Address of Business:	Time owned:
Accountant: Name / Address:	Phone:

**or if Student**

Name of University, Tafe, or School:	Student No:
Are you an Overseas student: YES / NO	If YES Visa Expiry Date:

Contact Names in case of emergency: two required

Name:	Phone:
Address:	
Name:	Phone:
Address:	

Personal References (not relatives, friends or partners)

Name:	Relationship:	Phone (office hours):
Address:		
Name:	Relationship:	Phone (office hours):
Address:		

**APPLICANT 2**

All Christian Names:		Surname:
Home Phone:	Work Phone:	Mobile Phone:
Email:	Date of Birth: / /	Drivers Licence No / State of Issue:

Have you any dependants: YES / NO	If YES to dependants please supply names and ages of dependants:
Are you a smoker: YES / NO	

Present Address:	Period of Occupancy:
Name and Address of Agent / Lessor:	Agent / Lessor Phone:
Why are you leaving ?	Weekly Rent: \$

Previous Address:	Period of Occupancy:
Name and Address of Agent / Lessor	Agent / Lessor Phone:
Why did you leave ?	Weekly Rent: \$

**Complete either:**

Occupation:	Current Employer:
Employers Address:	Employers Phone:
Time with Employer:	Weekly Income (net): \$

**or if Self Employed**

Name of Business:	ABN:
Address of Business:	Time owned:
Accountant: Name / Address:	Phone:

**or if Student**

Name of University, Tafe, or School:	Student No:
Are you an Overseas student: YES / NO	If YES Visa Expiry Date:

## Contact Names in case of emergency: two required

Name:	Phone:
-----	
Address:	
Name:	Phone:
-----	
Address:	

## Personal References (not relatives, friends or partners)

Name:	Relationship:	Phone (office hours):
-----		
Address:		
Name:	Relationship:	Phone (office hours):
-----		
Address:		

**Motor vehicles to be kept at property**

Registration No.	Make / Model

Registration No.	Make / Model

**Full Names of who will occupy the Property other than Applicant/s** (as shown above) who will occupy the Property. If more than two Applicant/s please complete a Residential Tenancy Application - Additional Applicant form and attach.

Full Name	Relationship To Applicant	Dependant Y/N

Full Name	Relationship To Applicant	Dependant Y/N

**Animals to be kept on Property**

Type (Dog, Cat)	Breed (if Dog)	Is the animal Registered with the Council? Which Council?
		YES / NO
		YES / NO

Type (Dog, Cat)	Breed (if Dog)	Is the animal Registered with the Council? Which Council?
		YES / NO
		YES / NO

**WHERE DID YOU FIND OUT ABOUT THIS PROPERTY ?**

Sign on Property     www.denovans.com     www.realestate.com.au     Courier Mail   
 Window Display - Denovans     Window Display - Brookside     Local Paper

**YOUR OWN HOME ?** Please answer YES or NO (please circle)

Have you ever owned your own home?	YES	NO
Would you like to register as a prospective buyer ?	YES	NO
Would you like information about owning your own home ?	YES	NO
Are you eligible for the first home buyers grant ?	YES	NO

**PROPOSED TERMS OF TENANCY AGREEMENT**

REQUIRED LENGTH OF TENANCY AGREEMENT: <b>6</b> or <b>12</b> months <b>Please Note: The rent may increase after six months.</b> (please circle)	DATE YOU WISH TO START THE TENANCY: / /
GROSS WEEKLY RENT *:    \$	
RENTAL BOND TO BE PAID: (4 times gross rent)                    \$	

**Please note: If your application is accepted you are applying on the basis that your rent will be required to be adjusted to become due on a Monday then paid on a fortnightly basis either by NAB easy rent, Bank Cheque or Money Order direct to Denovans office at 630 Samford Rd, Mitchelton.**

- The Applicant/s acknowledge having inspected the Property and have by their own judgement deemed the Property suitable for their requirements. Denovans Real Estate makes no representation as to the suitability of the Property for the Applicant/s.
- During the inspection of the Property I / We found it to be in satisfactory condition    YES    NO (please circle)  
 If "No" I/We request the following matters be attended to prior to the commencement of the Tenancy. I/We acknowledge that these matters are subject to the Lessors approval

.....  
 .....

**DECLARATION**

Please declare the following by selecting either TRUE or FALSE (please circle)  
I/We, the Applicants as named on this Application ....

Were refunded the rental bond for my/our last address in full (if applicable)	TRUE	FALSE
Have never been evicted from a Premises	TRUE	FALSE
Have no outstanding debt to an another Agent/Lessor?	TRUE	FALSE
Have no known reasons that would affect in any way the ability to pay rent	TRUE	FALSE

**ACKNOWLEDGEMENT**

I/We, the Applicants as named on this Application ....  
Please acknowledge the following by selecting either YES or NO (please circle)

Acknowledge that I/We have received and understand the General Tenancy Agreement (Form 18a) including the standard terms and/or special conditions ahead of completing this application.	YES	NO
Acknowledge that I/We have received or have had made available the Information Statement (Form 17a), Body Corporate By-Laws (if applicable) ahead of completing this application.	YES	NO
Acknowledge that I/We have been made aware of the Denovans Real Estate Privacy Policy. Available from the Denovans Real Estate office or at <a href="http://www.denovans.com">www.denovans.com</a>	YES	NO
I/We consent and understand that Denovans Real Estate has collected this information for the purpose of ascertaining whether I/We are a suitable tenant/s for the property applied for. This will include identification, my/our ability to care for the property, my/our character and my/our creditworthiness.	YES	NO
I/We authorise Denovans Real Estate to contact the persons named in this Application, and to undertake such enquiries as Denovans Real Estate considers necessary. Tenancy databases to check an applicant's tenancy history are: Veda-National Tenancy Database (NTD) and Tenancy Information Centre Australasia (TICA). For more information, phone them on NTD: 13 8332 TICA: 190 222 0346.	YES	NO
I/We understand that information provided by me/us may be disclosed to and further information obtained from referees named in this Application and other relevant third parties.	YES	NO
Acknowledge and understand that if this Application is declined, Denovans Real Estate is not legally obliged to provide reasons as to why.	YES	NO
Acknowledge that after receiving communication from Denovans Real Estate that this application has been accepted I/we will be bound by this agreement one (1) hour after a holding deposit has been paid.	YES	NO
I/We consent and understand that should my/our tenancy be accepted and upon commencement of the Residential Tenancy Agreement, there may be cause for Denovans Real Estate/lessor to pass my details onto others which may include (but is not limited to) insurance companies, Body Corporates, Contractors, other real estate agents, salespeople and tenancy default databases.	YES	NO
Acknowledge and Understand that my/our personal Contents Insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my/our personal belongings.	YES	NO
I/We consent to the use of facsimile and email in accordance with the provisions as set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth)	YES	NO
Declare that the above is true and correct and that I/We have supplied it of my/our own free will.	YES	NO

<b>Applicant 1</b>	Full Name:	<b>Signature:</b>	Date:
			/ /

<b>Applicant 2</b>	Full Name:	<b>Signature:</b>	Date:
			/ /

<b>Denovans Staff Member</b>	Name:		
	Signature:	Date:	Time:
		/ /	

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity                      Gas                      Phone                      Internet                      Pay TV

Insurance                      Removalist                      Truck or van hire                      Cleaners

**Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.**



***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

**DECLARATION AND EXECUTION:** By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

P: 1300 664 715

F: 1300 664 185

W: [www.directconnect.com.au](http://www.directconnect.com.au)

**Please note: Direct Connect do not organise or guarantee gas connections**

Thank you for your application, we will endeavour to process it and notify you as quickly as possible of the outcome. Unfortunately we cannot give you a time frame of how long it will take to process your application as it varies due to the checks that we need to carry out, however Applications are generally processed within 3 working days. We will contact you as soon as we know the outcome of your Application.

### **IF YOUR APPLICATION IS NOT ACCEPTED:**

1. We will contact you and advise the outcome of the Application.
2. We are not legally obliged to give a reason as to why your Application was declined and therefore you may not be given a reason.
3. All reasonable steps will be undertaken to destroy or permanently de-identify your personal information within 7 days. Alternatively you may wish to retrieve personal information prior to its disposal.

### **IF YOUR APPLICATION IS ACCEPTED:**

1. We will contact you to advise that your application has been accepted and that a holding deposit equivalent to one weeks rent must be paid by credit or debit card immediately at this time. If the holding deposit is not paid immediately upon approval, your application will be deemed to have been withdrawn and the property will be made available to other prospective tenants unless otherwise agree to by Denovans Real Estate. Your Holding Deposit will be forfeited if you withdraw your application after the option period has expired.
2. We will arrange an appointment time for all Applicant/s to come in and sign the Residential Tenancy Agreement. All Applicants will need to sign this Agreement at the same time during Denovans Real Estate weekday business hours as soon as possible after having been approved.

*Please Note: The initial payment for the balance of Rent and Bond is due within 72 hours of Application being approved and needs to be paid by either NAB easy rent, Bank Cheque or Money Order. The bank cheque or money order need to be made out to: Lanjack Pty Ltd Trust Account.*

3. When you come in for your appointment we will go through the following:
  - Residential Tenancy Agreement
  - Rental Bond Forms
4. Please arrange for your utilities to be connected.
5. Keys cannot be given out prior to the Residential Tenancy Agreement commencement date and until the Residential Tenancy Agreement has been signed for by ALL Tenants.
6. Keys will be available for collection from 8:30am on the day that the Tenancy Agreement commences.
7. Start moving in .. you have a new home!
8. Return the written Condition Report within 3 days of the commencement of the Tenancy.
9. You will be sent a letter giving you access codes to get into the Client Access area of our website - [www.denovans.com](http://www.denovans.com) . This will allow, if you have internet access, to lodge any maintenance issues and view information about your tenancy ie Rent Paid To dates, Tenancy Agreement Expiry Dates etc.
10. Please contact our office and advise us of your new phone numbers or email addresses etc. This can also be done via the Client Access area of the website.

**Applicant/s acknowledge having read this page \_\_\_\_\_ (All Applicants please initial here)**