

## Guide to renting through Homerentals Queensland

Thank you for your enquiry to our website. We look forward to assisting you in finding your new home.

### Applying for Tenancy

When you apply to rent a property through us, you will be asked to fill out the attached application form. Every person over the age of 18, who wishes to reside at the premises, must complete an application form. In filling out this form, you will be asked to identify yourself, the same way as many institutions including Banks ask for identification.

Homerentals Queensland asks for **100 points** of Identification. Please also provide **PAYSLIPS** to prove your income. If you receive any Centrelink you must supply us with an **INCOME STATEMENT**. Below are listed acceptable forms of ID and we would ask you to forward these along with your completed application form.

Driver License	(40 points)
Passport	(40 points)
Photo ID i.e. Student card/Similar	(30 points)
Medicare Card	(20 points)
Electricity Bill	(10 points)
Bank Statements	(10 points)
Birth Certificate	(30 points)
Previous Landlord Reference	(20 points)

In addition to this, you will be asked to supply information about yourself on the application form. This will include personal references and current and previous addresses. We shall also ask you to agree in writing, that we may conduct whatever searches and checks deemed necessary, to authenticate your documents and the information provided to support your application. **If you do not sign this DECLARATION, your application will not be processed.** Be assured that at all times, your right to privacy will be respected and any information will remain in confidence and any exchange of information will be strictly on a 'need to know' basis.

Once we have received all your documentation, it usually takes between 24 and 48 hours to process your application, depending on the availability and response times of Employers, Landlords and your referees. Once your application has been approved by us, we shall present your application to the owner of your property for their approval.

If you are successful, we will ask you for 1 weeks rent as a holding deposit for your Property. This fee must be received within 24 hours of being notified that your application was successful. It is only then, that the property will be removed from the availability list. It will then form part of the monies required at the commencement of your Tenancy.

Monies required at the commencement of your Tenancy will always consist of a Bond, which equates to 4 weeks rent, along with an additional 2 weeks rent. (Your holding deposit forms part of these 2 weeks). Your Bond will then be lodged with the RTA (Residential Tenancy Authority) by us on behalf of our owner.

## DECLARATION BY APPLICANTS

I/we hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I/we acknowledge that I/we will be required to pay the amounts specified upon being approved by the owner. I/we acknowledge that this application is subject to the approval of the owner/Landlord. I/we declare that all information contained in the attached application is true and correct and given of my/our own free will. I/we declare that I/we have inspected the premises and am not bankrupt. I/we authorize the agent to obtain personal information about me/us from:

1. The owner or the agent of my current or previous residences.
2. My personal referees for this application.
3. My current and past employers.
4. Any person who maintains any record, listing or database of defaults by tenants, and that I authorize and consent to each of those persons providing requested personal information about me to the agent.

If I/we default under a rental agreement, I/we agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I/we may apply for in the future.

I/we am/are aware that the Agent will use and disclose my personal information in order to:

1. Communicate with the owner and select a tenant.
2. Prepare lease/tenancy documents.
3. Allow trades people or equivalent organisations to contact me.
4. Lodge/claim/transfer to/from the Residential Tenancies Bond Authority.
5. Refer to Tribunals/Courts and Statutory Authorities (where applicable).
6. Refer to collection agents/lawyers (where applicable).

I/we am/are aware that if information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I/we am/are aware that I/we may access personal information on the contact details below.

Name Applicant 1 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_/\_\_/\_\_

Name Applicant 2 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_/\_\_/\_\_

## APPLICATION FOR RESIDENTIAL TENANCY

ALL PERSONS OVER 18 MUST FILL IN AN APPLICATION FORM AND SIGN THE PRIVACY STATEMENT OTHERWISE YOUR APPLICATION WILL NOT BE PROCESSED

PROPERTY ADDRESS \_\_\_\_\_

DATE TO COMMENCE \_\_\_\_\_ LENGTH OF LEASE REQUIRED \_\_\_\_\_

RENT PER WEEK \_\_\_\_\_

<b>APPLICATION No. 1 DETAILS/PERSONAL</b>		ALL DETAILS ARE TO BE FILLED IN	
NAME MR/MRS/MS		D.O.B / /	
PHONE CONTACT. HOME		WORK	MOBILE
EMAIL		FAX No.	
DRIVERS LIC No.		PASSPORT No.	
CAR MAKE/MODEL/YEAR		No. OF CARS TO BE KEPT AT PREMISES	
PETS	YES	NO	NUMBER TYPE AND BREED
NUMBER OF CHILDREN		AGES	
ARE YOU A SMOKER		YES	NO
<b>APPLICATION No. 1 CURRENT DETAILS</b>		ALL DETAILS ARE TO BE FILLED IN	
ADDRESS			
RENTED	YES	NO	AMOUNT OF RENT / WEEK \$ OWNED
NAME OF REAL ESTATE/LANDLORD OR SELLING AGENT			
ADDRESS		PH	FAX
PERIOD OF OCCUPANCY / / TO / /		REASON FOR LEAVING	
WAS YOUR BOND REFUNDED IN FULL?		YES	NO IF NO WHY?
<b>APPLICATION No. 1 PREVIOUS DETAILS</b>		ALL DETAILS ARE TO BE FILLED IN	
ADDRESS			
RENTED	YES	NO	AMOUNT OF RENT / WEEK \$ OWNED
NAME OF REAL ESTATE/LANDLORD OR SELLING AGENT			
ADDRESS		PH	FAX
PERIOD OF OCCUPANCY / / TO / /		REASON FOR LEAVING	
WAS YOUR BOND REFUNDED IN FULL?		YES	NO IF NO WHY?

## APPLICATION FOR RESIDENTIAL TENANCY CONTINUED PAGE 2

INCOME DETAILS ONLY NET INCOME i.e. TAKE HOME PAY/WEEK			
OCCUPATION	PERIOD OF EMPLOYMENT	YEARS	MONTHS
EMPLOYER	WEEKLY WAGE \$		
ADDRESS	PHONE		
FULL TIME	PART TIME	CASUAL	(HRS/WEEK)
PREVIOUS EMPLOYER (ONLY IF LESS THAN 6 MONTHS AT CURRENT EMPLOYER)			
OCCUPATION	PERIOD OF EMPLOYMENT	YEARS	MONTHS
EMPLOYER	WEEKLY WAGE \$		
ADDRESS	PHONE		
FULL TIME	PART TIME	CASUAL	(HRS/WEEK)
SELF EMPLOYED			
NAME OF BUS.	INCOME \$		/WEEK
ADDRESS	HOW LONG ESTABLISHED		
ACCOUNTANT NAME	ACCOUNTANT PHONE No.		
OTHER INCOME			
STUDENT	NAME OF UNI/ETC	AUSTUDY \$	/WEEK
PENSIONER	TYPE OF PENSION	ALLOWANCES\$	/WEEK
UNEMPLOYED	HOW LONG	BENEFIT \$	/WEEK
OTHER INCOME	INTEREST/ETC		/WEEK
APPLICANT No. 1 / PERSONAL REFERENCES		i.e. WORK COLLEAGUES, NEIGHBOURS	
1. NAME	ADDRESS		
PHONE	RELATIONSHIP		
2. NAME	ADDRESS		
PHONE	RELATIONSHIP		
3. NAME	ADDRESS		
PHONE	RELATIONSHIP		
NAME OF PERSON TO CONTACT IN EMERGENCY			
NAME	PHONE		
ADDRESS			

## APPLICATION FOR RESIDENTIAL TENANCY

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<b>APPLICATION No. 2 DETAILS/PERSONAL</b>		ALL DETAILS ARE TO BE FILLED IN	
NAME MR/MRS/MS		D.O.B / /	
PHONE CONTACT. HOME		WORK	MOBILE
EMAIL		FAX No.	
DRIVERS LIC No.		PASSPORT No.	
CAR MAKE/MODEL/YEAR		No. OF CARS TO BE KEPT AT PREMISES	
PETS	YES	NO	NUMBER TYPE AND BREED
NUMBER OF CHILDREN		AGES	
ARE YOU A SMOKER		YES	NO
<b>APPLICATION No. 2 CURRENT DETAILS</b>		ALL DETAILS ARE TO BE FILLED IN	
ADDRESS			
RENTED	YES	NO	AMOUNT OF RENT / WEEK \$ OWNED
NAME OF REAL ESTATE/LANDLORD OR SELLING AGENT			
ADDRESS		PH	FAX
PERIOD OF OCCUPANCY / / TO / /		REASON FOR LEAVING	
WAS YOUR BOND REFUNDED IN FULL?		YES	NO IF NO WHY?
<b>APPLICATION No. 2 PREVIOUS DETAILS</b>		ALL DETAILS ARE TO BE FILLED IN	
ADDRESS			
RENTED	YES	NO	AMOUNT OF RENT / WEEK \$ OWNED
NAME OF REAL ESTATE/LANDLORD OR SELLING AGENT			
ADDRESS		PH	FAX
PERIOD OF OCCUPANCY / / TO / /		REASON FOR LEAVING	
WAS YOUR BOND REFUNDED IN FULL?		YES	NO IF NO WHY?

## APPLICATION FOR RESIDENTIAL TENANCY CONTINUED PAGE 2

INCOME DETAILS ONLY NET INCOME i.e. TAKE HOME PAY/WEEK				
OCCUPATION	PERIOD OF EMPLOYMENT		YEARS	MONTHS
EMPLOYER	WEEKLY WAGE \$			
ADDRESS	PHONE			
FULL TIME	PART TIME	CASUAL	(HRS/WEEK)	
PREVIOUS EMPLOYER (ONLY IF LESS THAN 6 MONTHS AT CURRENT EMPLOYER)				
OCCUPATION	PERIOD OF EMPLOYMENT		YEARS	MONTHS
EMPLOYER	WEEKLY WAGE \$			
ADDRESS	PHONE			
FULL TIME	PART TIME	CASUAL	(HRS/WEEK)	
SELF EMPLOYED				
NAME OF BUS.	INCOME \$		/WEEK	
ADDRESS	HOW LONG ESTABLISHED			
ACCOUNTANT NAME	ACCOUNTANT PHONE No.			
OTHER INCOME				
STUDENT	NAME OF UNI/ETC	AUSTUDY	\$	/WEEK
PENSIONER	TYPE OF PENSION	ALLOWANCE	\$	/WEEK
UNEMPLOYED	HOW LONG	BENEFIT	\$	/WEEK
OTHER INCOME	INTEREST/ETC		/WEEK	
APPLICANT No. 1 / PERSONAL REFERENCES		i.e. WORK COLLEAGUES, NEIGHBOURS		
1. NAME	ADDRESS			
PHONE	RELATIONSHIP			
2. NAME	ADDRESS			
PHONE	RELATIONSHIP			
3. NAME	ADDRESS			
PHONE	RELATIONSHIP			
NAME OF PERSON TO CONTACT IN EMERGENCY				
NAME	PHONE			
ADDRESS				