



Home Scope
A HOME NOT A HOUSE

Mobile: 0438594645

P O Box 896,

Beenleigh QLD 4207

ABN: 41416574704

Email:jane@homescope.com.au

To process your application, we require all of the following:

Complete **ALL** details and sign the application form with all relevant information and reference details.

All occupants 18 years and above must provide their information as an applicant.

Copies of identifying documents must be provided and originals sighted prior to lease sign up.

Failure to miss any details may result in your application not being processed.

Please note: The processing of applications can take up to 24-48 hours (approximately)

NAME: _____ **PROPERTY ADDRESS:** _____

DECLARATION - APPLICATION

I /we acknowledge: the offer to rent the property from the owner under a lease to be prepared by the Agent.

Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

that this application is subject to the approval of the owner/landlord.

That should my/our application be approved one weeks rent as deposit is required within 24 hours to be electronically transferred to the bank account details provided by agent.

(Residential Tenancies and Rooming Accommodation Act 2008 - Section 161 Rights and obligations about holding deposits – (5) If the agreement is entered into— (a) the holding deposit must be applied in full or part payment of the rental bond for the agreement; (b) if an amount remains from the deposit after payment of the rental bond—the amount must be applied in payment of rent.

You have 48 hours to withdraw the application after the deposit is paid for a full refund, after this time the deposit will be lost and paid to the owner of the property.

that should my/our application be approved I/we will be required to pay two weeks rent in advance and four weeks bond.

that I/we will be required to attend a sign-up appointment should this application be approved.

That keys will not be handed over until identification is confirmed, all monies are received in clear funds and all paperwork is signed and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.



Applicant 1: _____



Signature: _____

Date: _____

Date received (AGENT USE ONLY) _____



NAME: _____ **PROPERTY ADDRESS:** _____

Consent and collection of personal information

I/we authorise the agent to obtain personal information about me/us from:

Owner/agent of my current or previous residences;

Employer/s and personal references

Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA or Barclays MIS for checking your tenancy history. I/we are aware that I/we may access my/our personal information by contacting:

TICA 1902 220 346 (charges will apply)

Barclays MIS 1300 883 916 – P O Box 553, Wynnum QLD 4178 (via replied paid envelope)

I/we are aware that the Agent will use and disclose my/our personal information within this application in order;

To communicate with the owner and select a tenant Prepare lease/tenancy documents

Allow tradespeople or equivalent organisations to contact tenants

Lodge/claim/transfer to/from a Bond Authority

Refer to Tribunals/Courts & Statutory Authorities (where applicable)

Refer to collection agents/lawyers (where applicable)

Complete a check with TICA

I am aware if information is not provided or I do not consent to the uses to which personal information is put, the Agent may not provide me with the lease/tenancy of the premises.

I am aware that I may access personal information on the contact details above.

If I/We default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agents reasonably considers has an interest in receiving such information.

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database.

I/we declare that all information provided and contained in this application is true and correct and given of my/our own free will. I/we declare that I/we have inspected the rental property and accept the property in the condition it was in when inspected. **I/we declare that we are not in any way bankrupt.**



Applicant 1: _____



Signature: _____

Date: _____

Date received (AGENT USE ONLY) _____

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Home Scope

ADDRESS: P O Box 896

SUBURB: Beenleigh

STATE: QLD POSTCODE: 4207

PHONE:

MOBILE:

FAX:

EMAIL:

0438594645

jane@homescope.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent: \$ Rent period: ← weekly / fortnightly / monthly Bond: \$

Tenancy Term: Fixed term agreement Periodic agreement

Starting on: Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: State:

Number of vehicles: Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets:

Type of Pet/s: Are your pets registered with a council? Yes No

If Yes, please state which council:

INITIALS

INITIAL

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ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

 AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____

 AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week)
 \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.
 REFEREE 1:

ADDRESS: _____

RELATIONSHIP: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE/MOBILE: _____

REFEREE 2:

ADDRESS: _____

RELATIONSHIP: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE/MOBILE: _____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

ADDRESS: _____

RELATIONSHIP: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE/MOBILE: _____

REPRESENTATIVE 2:

ADDRESS: _____

RELATIONSHIP: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE/MOBILE: _____

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application.
 The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

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PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False
- If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

Tica, Barclays MIS

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/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
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature:  _____

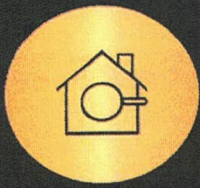
Date: _____

**SIGN
HERE**

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Property Address: _____

myconnect

myconnect is a FREE and easy to use utility connection service

Select utilities:

- Electricity Gas Internet
 Phone Pay TV

Phone: 1300 854 478
 Fax: 1300 854 479
 Email: enquiry@myconnect.com.au
 Web: www.myconnect.com.au

If this section is complete, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

Tenant 1 Name: _____ Date of Birth: _____

Phone: _____ Email: _____

Drivers Licence/18+ Card _____ Passport: _____

Tenant 2 Name: _____ Date of Birth: _____

Phone: _____ Email: _____

Drivers Licence/18+ Card _____ Passport: _____

Tenant 3 Name: _____ Date of Birth: _____

Phone: _____ Email: _____

Drivers Licence/18+ Card _____ Passport: _____

Move in Date: _____ Connection Date: _____



Applicant 1: _____



Signature: _____

Applicant 2: _____

Signature: _____

Date: _____

Date: _____