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## OCCUPANCY APPLICATION

Welcome to **Ready Realty NQ Division**, We value your interest and will endeavour to make the application process as smooth and as stress free as possible. Please take the time to ensure that you complete the application form in full and also provide all information or complete all actions required on the checklist.

### Check list

- ONE APPLICATION FORM PER PERSON HAS BEEN COMPLETED.**
- EACH APPLICANT HAS SUPPLIED 100 POINTS OF IDENTIFICATION.**
- APPLICANTS MUST SUPPLY PHOTOCOPIES OF ID AND OTHER RELEVANT.**
- YOU HAVE INSPECTED THE PROPERTY AND ARE HAPPY WITH IT, AS IT IS.**
- YOU ARE HAPPY TO ACCEPT THE PROPERTY BASED ON THE PHOTOS AND INFORMATION THE AGENT HAS PROVIDED YOU AT THE TIME OF APPLICATION.**

**DOCUMENTS** (Original driver's License or 18+ cards must be provided at time of lodging application)

\*Please note that your application cannot be processed if the above requirements are not met. It's an exciting time and we ask that you please be patient, our staff will contact you with the outcome as quickly as possible.

\*If your application is approved you will be required to pay 2 weeks rent as a holding deposit that is not refundable for any reason. These monies will account for your first 2 weeks rent. If in the event you decide not to go ahead with the lease on the property, the 2 weeks you have paid will be forfeited in its entirety. You will also be bound by the terms and conditions of the Form 18 GTA and associated paperwork even if it is not signed.

### **100 POINT ID CHECKLIST: (please tick your forms of ID)**

Driver's License	40
Passport	40
18+ Card	40
Birth Certificate	40
Other Photo ID	30
Current Wage Slip	30
Previous Tenancy Ref	20
Previous Rent Ledger	20
Motor Vehicle Registration	10
Bank Statement	10
Telephone Statement	10
Electricity Statement	10
Gas Account	10

**TOTAL POINTS** \_\_\_\_\_

**OFFICE USE ONLY:**  
 Application Check list

- Date: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ am/pm
- Processing Completed By: \_\_\_\_\_
- Landlord Advised: YES / NO
- Tenant Advised Of Outcome: YES / NO
- NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADDRESS OF RENTAL PROPERTY YOU ARE APPLYING FOR:** \_\_\_\_\_

**PERSONAL DETAILS: Applicants full name:** \_\_\_\_\_

**Contact details:** (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

(Email): \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Driver License No:** \_\_\_\_\_ **Expiry date:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Rent per/week:** \$ \_\_\_\_\_

**Agent/Landlord:** \_\_\_\_\_ **Contact Name & No:** \_\_\_\_\_

**How long have you lived at your current address?** \_\_\_\_\_ Years \_\_\_\_\_ Months

**Reason for Leaving:** \_\_\_\_\_

**Previous rental history:**

**Previous Address:** \_\_\_\_\_ **Rent p/w:** \_\_\_\_\_

**Agent/Landlord:** \_\_\_\_\_ **Contact Name & No:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**EMPLOYMENT DETAILS:** Current employer: \_\_\_\_\_

Full time      Part time      Casual      Contract      Please circle one

Your position: \_\_\_\_\_ Supervisor/managers name: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Employers contact details Phone: \_\_\_\_\_

Mob: \_\_\_\_\_ Current Wage: \_\_\_\_\_ of each week / fortnight / monthly / other

**IF YOU ARE SELF EMPLOYED: Name of company:** \_\_\_\_\_

Trading as: \_\_\_\_\_ ABN: \_\_\_\_\_

Address of business: \_\_\_\_\_

How long have you been self employed: \_\_\_\_\_ Total annual income (as declared to ATO) \_\_\_\_\_

Name of accountant: \_\_\_\_\_ P: \_\_\_\_\_ F: \_\_\_\_\_

Creditor 1: \_\_\_\_\_ P: \_\_\_\_\_ F: \_\_\_\_\_

Creditor 2: \_\_\_\_\_ P: \_\_\_\_\_ F: \_\_\_\_\_

**OTHER SOURCES OF INCOME: CENTERLINK PAYMENTS OR STUDENT:** Please indicate/confirm income:

**\*\*Please Note:** you will also need to provide our office with an "Income Statement" from Centerlink.

Student      Parent/guardian letter      Centrelink documents      Austudy documents      please circle one

Unemployed      Bank statement      Centrelink documents      other: \_\_\_\_\_

**Vehicle information:** Total number of vehicles to be kept at premises: \_\_\_\_\_

Registration number: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Registration number: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

**OCCUPANCY DETAILS:** You are required to supply full names, current address and age of all people who will be residing at the property :( Please note all occupants over the age of 18 years must complete individual application form)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Age: \_\_\_\_\_

**PETS:** YES NO TYPE: \_\_\_\_\_ BREED: \_\_\_\_\_ AGE \_\_\_\_\_  
REGISTERED WITH COUNCIL YES / NO REFERENCE ATTACHED: YES / NO if *more than one pet attach info*

**PERSONAL REFERENCES:**

NAME: \_\_\_\_\_ PH: \_\_\_\_\_ MOBILE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PH: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ PH: \_\_\_\_\_  
Address: \_\_\_\_\_

I confirm the following:

- |   |    |     |
|---|----|-----|
| 1. Have you ever been evicted by any Lessor or Agent?                                 | NO | YES |
| 2. Have you been refused another Property by a Lessor/Agent?                          | NO | YES |
| 3. Are you in debt to another Lessor or Agent?  | NO | YES |
| 4. Is there any reason known to you that would affect your ability to pay your rent?  | NO | YES |
| 5. Was any money taken from your bond at your last address or any previous residence? | NO | YES |

If yes for any of the above questions please give further details: \_\_\_\_\_  
\_\_\_\_\_

**DECLARATION:**

*I understand and agree that the information provided on this application is true and correct. I give my permission for the agent to verify all information provided on this application including tenancy database checks with Tenancy Information Centre Australia and National Tenancy Database as well as past and present landlord's or agents. I also understand that the application will be referred to the lessor for approval and that we may provide the lessor with a copy if requested.*

**I wish to apply for a tenancy at the mentioned property for a period of \_\_\_\_\_ Months at the rental amount of \$ \_\_\_\_\_ per week, commencing on the \_\_\_\_/\_\_\_\_/\_\_\_\_\_**

*I understand that upon approval of this application by the lessor arrangements must be made for all applicants to sign the PAMD Form 18 General Tenancy Agreement and a minimum of the first two weeks rent must be paid by bank cheque, money order or cash. Payment must be receipted within 24 hours of approval.*

**Any monies owing including bond of 4 weeks rent and 2 week rent must be paid by clear funds prior to keys being released by the agent/lessor. (BOND =\$ \_\_\_\_\_ /2 weeks rent =\$ \_\_\_\_\_)**

Applicants Full Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WE WILL NOT BE ABLE TO PROCESS THIS APPLICATION IF NOT SIGNED BY THE APPLICANT**

## **NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS**

### **PRIVACY ACT 1988 COLLECTION NOTICE**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for Ready Realty NQ Division to verify the applicants identity, to process and evaluate the applicant and manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose of which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement that face and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the applicant would like to access the personal information Ready Realty NQ Division holds they can do so. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided Ready Realty NQ Division may not be able to process the application and manage the tenancy.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WE WILL NOT BE ABLE TO PROCESS THIS APPLICATION IF NOT SIGNED BY THE APPLICANT**