

**Office Use Only**

Application signed & all details complete   
 Photocopy Tenants ID  100 Point Check  TICA Checked   
 Listed: Y  N   
 Reference Request Sent  Returned   
 Approved Y  N  Owner Approved  PM Approved   
 Tenant Entered into Database  Sign Up Pack Completed

**Tree Change Realty**

PO Box 282 Kilcoy, Qld 4515

Phone: (07) 5422 0077

Fax: (07) 5422 0088

Email: [rentals@treechangerealty.com](mailto:rentals@treechangerealty.com)Website: [www.treechangerealty.com](http://www.treechangerealty.com)**PROPERTY ADDRESS:****FIRST APPLICANT**

Smoker: Yes ( ) No ( )

Amount of Bond Contributed \$

Is a Bond Loan Required: Yes ( ) No ( )

Name:	D.O.B: / /	
Phone: Home	Work:	Mobile:
Email Address:	Fax:	
Drivers License No. / 18+ Card:	Passport No:	
Have you been known by any other name (including maiden name: If yes please state:		
Car Make/Model and Year:		
Number of cars to be kept on premises:		

**SECOND APPLICANT**

Smoker: Yes ( ) No ( )

Amount of Bond Contributed \$

Is a Bond Loan Required: Yes ( ) No ( )

Name:	D.O.B: / /	
Phone: Home	Work:	Mobile:
Email Address:	Fax:	
Drivers License No. / 18+ Card:	Passport No:	
Have you been known by any other name (including maiden name: If yes please state:		
Car Make/Model and Year:		
Number of cars to be kept on premises:		

**Full name & age of all other person/s who will be residing at the property. Any child over 18 must complete a separate application for tenancy**

Name:	Age:
Name:	Age:
Name:	Age:
Name:	Age:

**Total number of pets to be kept on the premises:**

Breed:	Council Reg No:
Breed:	Council Reg No:
Breed:	Council Reg No:

**ONE FORM OF PHOTO ID (LICENSE / 18+ CARD / PASSPORT) IS MANDATORY**

**PROOF OF INCOME IS MANDATORY**

# FIRST APPLICANT

## Current Rental Details

Address:	( ) Rented \$	per week	( ) Owned
Name of Agency / Lessor or Agent:			
Phone:			Fax:
Period of Occupancy:	/ /	to / /	Reason for Leaving:
Do you expect your bond to be refunded in full YES ( ) NO ( ) If no, Why:			

## Previous Rental Details

Address:	( ) Rented \$	per week	( ) Owned
Name of Agency / Lessor or Agent:			
Phone:			Fax:
Period of Occupancy:	/ /	to / /	Reason for Leaving:
Do you expect your bond to be refunded in full YES ( ) NO ( ) If no, Why:			

## Employment & Income Details – Income Details are NET or TAKE HOME per "WEEK"

Employer:	Duration of Employment:
Occupation:	Weekly Wage:
Address:	Phone:
( ) Full Time ( ) Part Time ( ) Casual	Hours worked per week:
( ) Other:	Youth Allowance: \$
	Centre-link Allowance: \$
	Child Support Allowance:
( ) Self-Employed (Name of Business)	Wage: \$
Address:	Phone:
How long established:	ABN:
Accountant Name:	Phone:

## Previous Employment & Income Details

Employer:	Duration of Employment:
Occupation:	Weekly Wage:
Address:	Phone:
( ) Full Time ( ) Part Time ( ) Casual	Hours worked per week:

## Personal References – Do not include relatives

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

## Name of relative or other contact (next of kin) to contact in case of an Emergency:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## SECOND APPLICANT

### Current Rental Details

Address:	( ) Rented \$	per week	( ) Owned
Name of Agency / Lessor or Agent:			
Phone:			Fax:
Period of Occupancy:	/ / to / /	Reason for Leaving:	
Do you expect your bond to be refunded in full YES ( ) NO ( ) If no, Why:			

### Previous Rental Details

Address:	( ) Rented \$	per week	( ) Owned
Name of Agency / Lessor or Agent:			
Phone:			Fax:
Period of Occupancy:	/ / to / /	Reason for Leaving:	
Do you expect your bond to be refunded in full YES ( ) NO ( ) If no, Why:			

### Employment & Income Details – Income Details are NET or TAKE HOME per “WEEK”

Employer:	Duration of Employment:		
Occupation:	Weekly Wage:		
Address:	Phone:		
( ) Full Time ( ) Part Time ( ) Casual	Hours worked per week:		
( ) Other:	Youth Allowance: \$		
	Centre-link Allowance: \$		
	Child Support Allowance:		
( ) Self-Employed (Name of Business)	Wage: \$		
Address:	Phone:		
How long established:	ABN:		
Accountant Name:	Phone:		

### Previous Employment & Income Details

Employer:	Duration of Employment:		
Occupation:	Weekly Wage:		
Address:	Phone:		
( ) Full Time ( ) Part Time ( ) Casual	Hours worked per week:		

### Personal References – Do not include relatives

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

### Name of relative or other contact (next of kin) to contact in case of an Emergency:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**ON APPROVAL OF APPLICATION ALL BOND MONEY MUST BE PAID IN FULL, AS WELL  
AS TWO (2) WEEKS RENT IN ADVANCE**

**Tenant Acknowledgment Agreement**

- 1) If approved for this application, I/we wish to take the tenancy for a period of ..... months, commencing on ..... at a weekly rental of \$.....
- 2) I/We agree to pay a rental bond of four (4) weeks rent when I/we sign the General Tenancy Agreement
- 3) I/We agree to pay two (2) weeks rent in advance when I/we sign the General Tenancy Agreement
- 4) I/We, the applicants, accept the property in its present condition

Name of First Applicant.....

Signature of Applicant.....Date...../...../.....

Name of Second Applicant.....

Signature of Applicant.....Date...../...../.....

**HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?**

- Sign                       Rental List                       Telephone  
 Internet                       Window Card                       Newspaper: \_\_\_\_\_

## PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS

In accordance with Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a Tenancy Applicant is required under the National Privacy Principles of the Privacy Act to be made aware that an organisation may access a database. In addition a Tenancy Applicant is entitled to know what will happen to the information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a data base company other organisations may receive information from time to time. Other organisations may include Dept. Collection Agencies, Insurance Companies, Gov Departments and other Landlords and Agents.

I/We the said applicant/s declare that I/We give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancies Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the database company to contact any of my/our referees provided by me/us on my/our Tenancy Application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an application.

I/We agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/We further agree and understand that the removal of such information from a database company is subject to the conditions of the database company.

I/We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to the information accumulated from members about tenants who have breached their tenancy agreements.

I/We agree and understand that should I/we fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our application. I/We agree a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We agree and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute exclusive of GST.

Name of First Applicant.....

Signature of First Applicant..... Date.....

Name of Second Applicant.....

Signature of Second Applicant..... Date.....

Signed by Agent..... Date.....

## **GENERAL INFORMATION PRIOR TO TAKING UP TENANCY**

### **OFFICE HOURS**

Our office is open for rentals Monday to Friday 8:30am – 5:00pm. You will need to collect the keys, finalise payment of monies and sign all documentation in the hours of Monday to Friday 8:30am - 5:00pm. **Lease sign ups are not conducted on weekends.**

### **PAYMENT OF RENT AND BOND**

Prior to taking possession of the property, **we require two (2) weeks rent and four (4) weeks bond.** It is important to know that all parties signing the Bond Lodgement form at the commencement of the tenancy must be present at the end of the tenancy to sign the Refund of Bond form. Failure to have all signatures on the Refund of Bond form will result in delays of up to three weeks for monies to be released.

### **PAYMENT OF RENT**

Tree Change Realty is a cashless Office and does not have eftpos facilities available and only accepts rental payments via direct deposit into our bank account. Please include your unique *Customer Reference Number* when depositing your payments. Failure to do so may result in money not being receipted to your account. You may also be liable for costs involved with a Bank Search Fee.

Our office will accept cash for the initial payment of bond and 2 weeks rent at the tenancy sign up.

### **SIGNING OF THE GENERAL TENANCY AGREEMENT**

All applicants must be present to sign the General Tenancy Agreement prior to collecting the keys. The keys will not be released unless all applicants have signed the General Tenancy Agreement and paid all monies due. An appointment time will be made for the tenancy sign up.

### **CONDITION REPORTS**

When you move into the property, be very particular with the Entry Condition Report and make sure you record anything not already outlined on the report. If you do not record it, you will be liable for discrepancies when you vacate. You must return the Entry Condition report to our office within three (3) calendar days of moving into the property. Keep the record in a safe place during your tenancy, as you may need to refer to the report at the end of the tenancy. **Please note: Should the Entry Condition Report not be completed and returned to our office within three (3) calendar days, the original report completed by the agent will be used at the end of the tenancy to complete the Exit Condition Report.**



**MAKES MOVING EASY**  
**Your FREE No Obligation Connection Service**



12 William Street, Kilcoy QLD 4515  
 P: 07 5422 0077  
 F: 07 5422 0088  
 W: [infokilcoy@treechangerealty.com](mailto:infokilcoy@treechangerealty.com)

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.

<b>Name of Applicant</b>
<b>Address For Connection</b>
<b>Postcode</b>

Contact Phone Number

Date Of Birth

CONNECTION DATE



***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

