



80 Wood Street, Mackay Qld 4740

Phone: (07) 4944 0222

Fax: (07) 4957 2400

Email: [rentals@mackayrentals.com.au](mailto:rentals@mackayrentals.com.au)

***Specialising in Property Management***

## RESIDENTIAL TENANCY APPLICATION

Date: \_\_\_\_\_ Proposed No. of Occupants: \_\_\_\_\_

Property Applying for: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Dependants: \_\_\_\_\_ Ages: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Current Address:** \_\_\_\_\_

(If own home please supply information)

Lessor/Selling Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Lessor/Agent Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for Vacating: \_\_\_\_\_

1. **Previous Address:** \_\_\_\_\_

Lessor/Selling Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Lessor/Agent Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Was Bond Refunded in Full? \_\_\_\_\_

2. **Previous Address:** \_\_\_\_\_

Lessor/Selling Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Lessor/Agent Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Was Bond Refunded in Full? \_\_\_\_\_

### PETS

Please supply breed and description: \_\_\_\_\_

Car Registration: \_\_\_\_\_ State: \_\_\_\_\_ Drivers Licence Number: \_\_\_\_\_

Number of Other Vehicles for proposal at residence: \_\_\_\_\_

18+ Card: \_\_\_\_\_ Passport No.: \_\_\_\_\_

**OCCUPATION**

Current Occupation: \_\_\_\_\_ Period of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Gross Wage: \_\_\_\_\_ Nett Wage: \_\_\_\_\_

Centrelink: YES / NO (If Yes, please supply Centrelink statement)

**IF SELF EMPLOYED** (Please instruct you accountant to provide us a letter)

Name of Business: \_\_\_\_\_ Industry: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long: \_\_\_\_\_ Address: \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

**STUDENT**

Name of College, TAFE or University: \_\_\_\_\_ Faculty Course: \_\_\_\_\_

Student Union No.: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

**PERSONAL REFERENCE** (Must be over 18 years old and not related)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**BUSINESS / WORK REFERENCE**

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**OTHER RELATIVE NOT LIVING WITH YOU**

5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**NEXT OF KIN**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

## **DISCLAIMER / AUTHORITY**

I the said applicant, do solemnly and sincerely declare that the information contained in the application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I have been informed, understand and agree to the conditions listed below No's 1 to 9 and declare I have the legal capacity to enter into a Tenancy Agreement.

1. I have inspected the property located at: \_\_\_\_\_
2. I have of my own accord decided that I wish to rent the aforementioned property commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_, the rental for the property is to be \$\_\_\_\_\_ per week and that this rental is within my means to support. The rental for the said property is to be paid every 2 weeks and is to be 2 weeks in advance at all times.
3. The bond for the aforesaid property will be \$\_\_\_\_\_ and undertake to pay the said bond & first two weeks rent by bank cheque on / before signing the tenancy agreement.
4. The acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
5. ***Mackay Rentals is a cashless office and if my application is successful, I am to arrange for the rent to be paid by 1 of the following options:***
  - **Centrepay / Direct Deposit / Money Order / Internet Banking / Bank Cheque.**
  - **Cosmos (3 different options) – has a monthly fee of \$3.20.**
6. Should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
7. ***If this application is not accepted, the agent is not required or obligated to disclose why, or supply any reason for the rejection of this application.***
8. ***Should this application be unsuccessful, all information will be destroyed within 24-48 hours of the decision to refuse accommodation.***
9. If your application is successful and you subsequently default in your Rental payments over the Bond amount or a Tribunal order is issued to you, your name will be automatically listed Nationwide as a defaulting Tenant with the Tenancy Information Centre of Australia (TICA).
10. The rent on the property may be subject to change as per the owners instructions.

### **PRIVACY ACT ACKNOWLEDGMENT**

In accordance with Section 18n(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all Credit providers, Real Estate Agent, Private Landlord, Tenant Databases and References named in this application. I understand this can include information about my credit worthiness, credit standing, credit history, credit capacity or tenant history. I understand this information may be used to assess my application. All information on application will be verified.

**Applicants Name:**

\_\_\_\_\_

**Applicant Signature:**

\_\_\_\_\_

**Date Signed:**

\_\_\_\_\_

**If you are receiving an income from Centrelink – please submit an income statement from Centrelink with your application.**

**AS PER PRIVACY ACT 1998, COLLECTION NOTICE OVER PAGE**

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

The properties managed by this office are protected by the Barclay MIS Landlord Protection Plan.

Before any application will be considered, each applicant must achieve a minimum of 100 check points (please include photo identification if possible).

<b>Last 4 rent receipts (must include date paid and period of payment)</b>	<b>#50 points</b>
<b>Drivers Licence or Passport</b>	<b>#50 points each</b>
<b>Other Photo Id with Date of Birth</b>	<b>#30 points each</b>
<b>Health Care Card / Pension Card</b>	<b>#30 points each</b>
<b>Birth Certificate / Marriage Certificate</b>	<b>#30 points each</b>
<b>Medicare Card / Bank Key Card / Credit Card</b>	<b>#20 points each</b>
<b>Current Motor Vehicle Registration Papers</b>	<b>#20 points</b>
<b>2 References from previous lessor/agent</b>	<b>#20 points</b>
<b>Telstra Account / Electricity Account etc</b>	<b>#20 points each</b>
<b>Bank Statement</b>	<b>#20 points each</b>

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All applications for tenancy are referred to Barclay MIS / TICA for confirmation of details supplied.

No application will be accepted until all details have been referred to Barclay MIS / TICA.

**Collection Notice;**

The personal information that the perspective lessee/tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to 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 for which it was collected to other parties including the lessor/s, 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 Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of tenancy may be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents.

If the applicant would like access to the personal information the Agent holds, they can do so by contacting Mackay Rentals Pty Ltd, 80 Wood St, Mackay Qld 4740. Ph (07) 4944 0222 , Fax (07) 4957 2400 or email [rentals@mackayrentals.com.au](mailto:rentals@mackayrentals.com.au). The applicant can also correct this information if it is inaccurate or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

PM.....

# RENTAL REFERENCE

In accordance with the Privacy Act I/We the undersigned authorise the recipient of this fax request to give information to MACKAY RENTALS PTY LTD, regarding My/Our Rental History. I/We understand this information will be used to assess My/Our application.

Name..... Name.....  
Signature..... Signature.....  
Date Signed..... Date Signed.....

Address of Property Rented.....  
Real Estate Agent/ Private Landlord.....

All information supplied to Mackay Rentals is treated confidentially.

	<b>Previous Agent Comments</b>
Period of occupancy?	
Weekly rent amount paid?	
Was the applicant listed as a lessee?	
Was the lessee ever in arrears?	
Any remedies & reason?	
Notice to leave & reason?	
Date vacated?	
How were Inspections?	
Was the yard / gardens maintained?	
Did your office terminate tenancy?	
Was the property left clean & tidy?	
Pets kept with/without permission?	
Number of occupants?	
Bond refund details?	
Details of disputes with applicant?	
Outstanding monies?	
Would you rent to this tenant again?	
Confirmed by & phone number?	

Please include a copy of the tenant ledger

**Fax - (07) 4957 2400**

Or phone:

PM1 – 4963 0207 (See top of page for correct PM number)  
PM2 – 4963 0211 (See top of page for correct PM number)  
PM3 – 4963 0205 (See top of page for correct PM number)  
PM4 – 0437 440 222 (See top of page for correct PM number)