



34 Primrose St, Belgian Gardens, QLD 4810
T: 07 4721 6566 F: 07 4721 6877
E: reception@baysiderealtytownsville.com.au
www.baysiderealtytownsville.com.au

Date received: ___/___/___ Time: _____am/pm Staff Member: _____

Application signed & all details complete: Y / N

Photocopy of Tenants identification attached: Y / N

TENANT APPLICATION FORM

1. The application form must be **COMPLETED IN FULL** with all identification attached before your application will be processed.
2. Each applicant aged 18 years or older residing at the property must complete a separate application form.
3. Successful applicants are required to pay 2 weeks' rent up front and bond within 24 hours of approval. Please note our office accepts Cash, Bank Cheque or Money order as the first payment. We do not have EFTPOS facilities.
4. Office hours are Monday to Friday 8:30am – 5:00pm.
5. TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS - The tenancy agreement, special conditions, tenant information booklet and body corporate by-laws (if applicable) are available for viewing in our front office. It is important that you read and understand this documentation including any special conditions prior to completing the application and entering into the tenancy agreement.
6. You must provide 1 document from each section below.

Section 1: Photo Identification	Drivers Licence, Passport, 18+ Card	
Section 2: Proof Of Income	Pay slips, bank statement or Centrelink statement	
Section 3: Other 1	Medicare or Bank card, Birth Certificate	
Section 4: Other 2	Telstra Bill, Ergon Bill, Registration notice	



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RENTAL PROPERTY:

1: _____ 2: _____

Lease Term: _____ Move In Date: _____ Rental Price: _____

Number of Adults: _____ Number of Children: _____ Number of Pets: _____

HAVE YOU PREVIOUSLY RENTED THROUGH AN AGENT: Y / N

APPLICANT DETAILS

Name:	D.O.B:	/	/
Are you known by another name: Y / N If Yes, what name:			
Drivers Licence Number:	State:		
Contact No. Home:	Work:	Mobile:	
Email Address:	Fax No:		
Number of Vehicles:	Registration numbers:		
Occupancy details: <i>please list each person other than yourself who will be residing at the property</i>			
Name	Relationship	D.O.B	Age

EMERGENCY CONTACT: *(two relatives must be provided who will not be living in the property).*

Name:	Best Contact Number:
Address:	Relationship:

Name:	Best Contact Number:
Address:	Relationship:

PERSONAL REFERENCES: *(two references who are of no relation to you).*

Name:	Best Contact Number:
Association:	

Name:	Best Contact Number:
Association:	



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CURRENT LIVING DETAILS:

Address:		
Do you Rent or Own:	Rent Per week:	
Managing Agent:	Contact number:	Fax Number:
Period Of Occupancy: / / to / /	Reason for leaving:	

PREVIOUS LIVING DETAILS:

Address:		
Do you Rent or Own:	Rent Per week:	
Managing Agent:	Contact number:	Fax Number:
Period Of Occupancy: / / to / /	Reason for leaving:	

CURRENT EMPLOYMENT DETAILS:

Company:	Full Time / Part-Time /	
Casual		
Position:	Net Income per week:	
Manager:	Contact number:	
Commencement of Employment: / /		

PREVIOUS EMPLOYMENT DETAILS:

Company:	Full Time / Part-Time /	
Casual		
Position:	Net Income per week:	
Manager:	Contact number:	
Length of Employment: / / to / /	Reason for leaving:	

OTHER:

Centrelink: Y / N	Benefit:	Net Income per week:
Study: Y / N	Field of Study:	



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QUESTIONS

1. Do you have applications pending on other properties? Yes No

2. Have you ever been evicted or are you in debt to another Lessor or Agent Yes No

If yes, give details _____

I, the applicant, accept the property in its present condition Yes No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details _____

TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. **I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.**

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies - TICA, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first weeks rent to secure the property. **In this instance that being \$_____.** THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to witness _____ DATE _____

WE ARE HERE TO HELP If you require further assistance or information prior to moving into your property, please feel free to contact our office.



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PET APPLICATION AND AGREEMENT BAYSIDE REALTY TOWNSVILLE			
PROPERTY ADDRESS			
TENANT NAME			
PET DETAILS (If more than 2 pets, print and complete separate Pet Agreement.)	ITEM	PET 1	PET 2
	TYPE OF PET(S) BREED		
	NAME(S)		
	AGE (APPROX.)		
	DESEXED	YES / NO	YES / NO
TERMS AND CONDITIONS	<p>The Tenant(s) acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> Any pet other than the approved pet(s) specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant(s) in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet(s) being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval in NOT guaranteed. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or guest pets and regardless of their approval status. The Tenant accepts full responsibility and indemnities the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of action by their pet(s) or their guests pet(s), and regardless of their approval status. The Tenant agrees to arrange for Flea & Tick Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor/Lessor's Agent to be carried out by a Company complying with Australian standards and carries a 3 month warranty. The pet(s) are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. By signing below you are only asking for approval of the above mentioned pet(s) to be accepted at the property for which you are applying, The tenant(s) agree to supply a photo of the above mentioned pet(s) if required. Failure to do so may result in this application not being approved. The tenant(s) shall if required by the Local Council, ensure that the pets are and will at all times during this agreement be registered with the Local Council The tenant shall take reasonable steps to ensure that the pets do not behave in a manner likely to or which does interfere with or impact upon in any manner whatsoever with the peaceful enjoyment of any other person at or near the premises. The tenant shall ensure that the pets are adequately restrained and supervised at all times whilst the Lessor and or the Agent is attending the premises or alternatively removed from the premises during the Lessor and or Agent attendance at the premises. The Tenant shall ensure that all pet waste including faeces is promptly removed from the premises. A breach of this Agreement shall constitute a breach of the Tenancy Agreement. 		

TENANT/S SIGNATURE: _____

PRINT NAME/S: _____

DATE: _____

LESSOR/AGENT SIGNATURE: _____

DATE: _____