

Application Information

Each applicant must complete a separate form

The property will not be held for you until the application has been approved and the first rent has been paid to our office.

1. One application per person over the age of 18 years
2. Your application will begin processing within 48 hours and a Pursuit staff member will contact you regarding the status or result of your application. If we cannot contact your referees or references processing your application, this may slow your application becoming completed. If you **do not** complete this application in full, Pursuit Real Estate may not be able to process your application. Ensure all practical questions are answered.
3. Pursuit Real Estate is strictly cashless – please have funds available should you be successful in your application; you will be instructed how to pay initial rent and bond payment.
4. This office is a member of TICA and uses the database to complete tenancy history checks on all applicants.
5. You must have inspected the property prior to submitting this application.

Address of Property Applying For: _____

Required Supporting Documents

You are required to meet 100 point identification criteria with your application submission. Your application cannot be processed if supporting documentation is not provided. Please supply PHOTOCOPIED documents - it is not possible to return original documents to you.

Any of the below documents can be used to make up your 100 points of ID:

IMPORTANT: At least 1 form of Photo Identification MUST be provided PLUS 1 from each section.

50 POINTS

- Passport Birth Certificate Australian Visa/Citizenship Document

30 POINTS – FRONT & BACK REQUIRED

- Australian Drivers Licence 18+ Card State / Federal Gov ID
 Student Photo ID

20 POINTS

- Bank Card Medicare Card Phone / Electricity Bill
 Bank Statement Vehicle Registration Previous Lease Agreement
 Tenant Ledger

Proof of Income: You are required to supply proof of income upon submission of your application.

Employed: Last FOUR payslips

Self Employed: Bank statements, Group Certificate, Tax Return or Accountants Letter

Not Employed: Centrelink Income Statement, Bank Statement

IF YOUR APPLICATION IS SUCCESSFUL

If your application is approved, we will require you to return to our office to collect your tenancy agreement and information pack. It is important that you carefully read and understand these documents prior to moving in. You are required to sign all lease documentation and pay the equivalent of two weeks rent in advance and your security bond (four weeks rent). Please note this must be paid in cleared funds however cash is not accepted.

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Shop 2 / 1427 Anzac Avenue, Kallangur

1. Applicant Details

All relevant areas MUST be completed – blank sections risk your application being **rejected**

Full Name

Name: _____

Known by Other Name(s)?

Yes, Name: _____ – please provide documentation with application

No

Contact Details

Mobile: _____

Work: _____

Email: _____

Home: _____

Personal Details

Date of Birth ___ / ___ / _____

Circle: Smoker / Nonsmoker

Gov Photo ID _____ State: _____ Expiry ___ / ___ / _____

Drivers Licence, Proof of Age or 18+ Card, etc

Passport No. _____ Expiry ___ / ___ / _____

Australian Citizen? Yes No – provide details with application

Studying

Yes Institution _____ Course _____

No Duration _____ Time remaining _____

Vehicle Details

Registration _____ Make/Model _____

Registration _____ Make/Model _____

Total No of Cars to be kept at the property _____

Pets

Yes How many pets do you have _____ Age of Pets _____

No Breed of Pets _____ Pets Name(s) _____

Registration # _____

Occupancy

Total Number of people to reside at property _____

Number & Ages of Children if applicable _____

Name of all people to reside at property _____

2. Current Occupancy Details

Current Address

Address _____

Current weekly rent \$ _____ per/week/ _____ Owner

How long have you lived here? _____ lease end ___ / ___ / _____

Reason for leaving _____

Agent/lessor/contact _____ Phone _____

Email _____

Property Ownership

If you own other property, please detail below

Agent who manages / selling (please circle) _____

Phone _____ Email _____

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Previous Address Address _____
Required if less than 2 years at current address
Current weekly rent \$ _____ per/week/ _____ Owner
How long have you lived here? _____ lease end ___ / ___ / ___
Reason for leaving _____
Agent/lessor/contact _____ Phone _____
Email _____

3. Employment Details & References

Current Employer Employer _____ Fulltime / Parttime / Casual
Position/Job role _____
Length of Employment _____ Weekly Income (net) \$ _____
Contact name: _____ Contact Number _____
Email Required Email _____

Previous Employment Employer _____
Complete if current employer is less than 6 months
Position/Job role _____ Fulltime / Parttime / Casual
Length of Employment _____ Weekly Income (net) \$ _____
Contact name: _____ Contact Number _____
Email Required Email _____

Self Employment If self employed:
Business Name _____ ABN/ACN _____
Accountant _____ Phone _____
Accountant Email _____
How long has the business been established _____

Other Centrelink/Pension Payments \$ _____ per fortnight
Type of Payment _____
Other Income (Saving/Investment) \$ _____ per _____

4. Emergency Contact - not living at same address

1) Name _____ Phone _____
Relationship _____
Address _____

Privacy Statement

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your current or previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful, we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owners insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by submitting a freedom of information request.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

We are an independently owned and operated business and adhere to all federal privacy act requirements and the Australian privacy principles in this agency. If you believe that your privacy has been breached, contact us and provide details of the incident so that we can investigate it.

Consent

I, the Applicant, acknowledge that I have read the Privacy Statement. I authorise Pursuit Real Estate and the Agent to collect information about me from my current and previous letting agents, landlords; current and previous employers; personal referees; and from any tenancy default database which may contain personal information about me.

I authorise Pursuit Real Estate to disclose details about any default by me under the tenancy to which the application relates, to any tenancy default database to which Pursuit Real Estate or the Agent subscribes; personal information collected about me to the owner of the property even if the owner is resident outside Australia; and, Personal information collected about me to any third parties, valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy agreement.

As your information may be emailed, or digitally cloud stored, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud. Where third party services are requested by me, or the Agent, in relation to this tenancy agreement, I consent to third-parties disclosing or storing personal information about me for that purpose.

Applicants Full Name (print)

Signature

___/___/___
Date

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Declaration and Acknowledgement

I, the applicant, state the following by choosing true or false:

- Have never been evicted by an agent/lessor True / False
- Have no financial barriers that would affect my ability to pay rent True / False
- Have no outstanding debt with any agent/lessor True / False
- Have never been refused a property by another agent True / False
- Have been refunded rental bond in full from my previous tenancy True / False

I, the applicant, acknowledge and accept:

1. Personal contents insurance is my responsibility and will not be covered by the lessor/agent
2. That the agent may collect this information for the purpose of determining suitability for tenancy of the property – in particular: my identification, my ability to care for the property, my character and my creditworthiness.
3. That if this application is denied, the agent is not legally obliged to provide reasons why.
4. That if my application is approved, I have funds available to pay my first two weeks rent and bond equal to four weeks rent. I have completed the statement of costs at the bottom of this page of the total funds required on approval.
5. That should my tenancy be accepted (upon commencement of my tenancy agreement), there may be cause for the agent to pass my details onto other parties which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.
6. That rental applications once submitted will not be returned to the client regardless of the outcome, and that no original supporting documents will be attached (unsuccessful applications are shredded for privacy and security).
7. That I have been made aware of the agency's privacy policy.
8. That I am declaring that all information in this application is true and correct and supplied of my own free will.

Acknowledgement:

_____ / _____ / _____
Applicants Full Name (print) Signature Date

I declare I have inspected the above premises and wish to apply for tenancy for a period of _____ months at a rental of \$ _____ per week commencing ___/___/_____

Statement of initial costs to be paid upon approval of application:

Rent x 2 weeks 2 x \$ _____ = \$ _____
Bond x 4 weeks 4 x \$ _____ = \$ _____
Total \$ _____

General Information & Terms

Collection of Keys

Upon approval, you will need to collect keys, finalise payment of monies and sign all documents during office hours. Our office may sometimes be unattended due to the nature of our property management duties taking us out of office – it is always best to ring or email the property management team to make an appointment. Arranging an appointment to visit helps us organise our time so that we are prepared when you come in & stops the hassle of your attending an office that is unattended.

Payment of Rent & Bond

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$700 per week, the bond requirement may vary. This office does not accept bond transfers and does not transfer Department of Housing Bonds. If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds – direct debit or BPAY deposit prior to collecting the keys. Cash is not accepted.

Bond Lodgement

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office 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 to the refund. You will also need to inform our office of the portion of bond each tenant is contributing. If we are not notified it is assumed even between all on the form.

Payment of Rent

We cannot accept cash payments. We offer several forms of payment methods. (1) Direct debit via Ezidebit (2) BPAY Billing (3) Bank Cheque/Money Order

Signing of the Tenancy Agreement

Upon acceptance, if you are unavailable to sign the lease agreement in person please advise us and an electronic copy will be forwarded to you. All occupants must sign the Tenancy Agreement, show photo identification and pay all monies in cleared funds prior to the occupancy date.

Condition Reports

Take special notice of your Condition Report when moving into your property – make sure you mark down anything not already outlined on the report. If you do not mark it down, you may be liable for discrepancies when you vacate. You must return the Condition Report to our office within 3 days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

Tenant Default Agency

Our office is a member of TICA, the national tenancy database which are tenant default agencies. Should you default in your rent or breach a term of your tenancy agreement the details will be listed with these agencies. Once listed, the information will remain on file until the courts approve removal as per legislation. We do look forward to a harmonious agent-tenant relationship and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further details.

We are here to help

If you require further assistance or information, please feel free to contact our office.

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Pets Application Form

This form may only be used for Properties where the Lessor has indicated that pets may be accepted. If unsure, please contact the Leasing Agent prior to completing this application form.

Property Address _____

Pet 1

Type _____ Breed _____

Description _____

Name _____ Age _____

Desexed Yes No

Registered Yes No

Inside / Outside

Registration # _____

Photo Provided in Application Yes No

Pet 2

Type _____ Type _____

Description _____

Name _____ Name _____

Desexed Yes No

Registered Yes No

Inside / Outside

Registration # _____

Photo Provided in Application Yes No

If more than 2 pets, print and complete separate Pet Application Form

Please provide the following in case of emergency:

Emergency Pet Carer

Name _____ Address _____

Phone _____

Veterinarian

Name _____ Address _____

Phone _____

Terms

The tenant acknowledges and agrees to

1. Maintain full responsibility for the pet(s), including liability for damage or injury caused and the Agency notified of any damage. Damage must be rectified within a reasonable time frame.
2. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor or Leasing Agent to be carried out by a Company complying with Australian Standards.
3. The Lessor has agreed to permit pet(s) at the premises as specified in the General Tenancy Agreement
4. 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 is NOT guaranteed.
5. The Tenant indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet(s) or their guests' pet(s) and regardless of their approval status.
6. The pet(s) are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement
7. 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.
8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section

Acknowledgement of Application Terms

Applicants Full Name (print)	Signature	___/___/___ Date
Applicants Full Name (print)	Signature	___/___/___ Date
Applicants Full Name (print)	Signature	___/___/___ Date

Agreement

Application Result	Application for Pet(s) – Declined <input type="checkbox"/>	
	Application for Pet(s) – Approved <input type="checkbox"/>	
	The applicant pet(s) have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant(s) are now bound by the acknowledgement set out in the Application above.	
Authorising Agent	Signature	___/___/___ Date
Applicants Full Name	Signature	___/___/___ Date
Applicants Full Name	Signature	___/___/___ Date
Applicants Full Name	Signature	___/___/___ Date