

# Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## A. AGENCY DETAILS

### Schmith Realty

Address: 7/23 Coolangatta Rd,  
Coolangatta QLD 4225  
Phone: 0422 051 505  
Web: [www.schmith.com.au](http://www.schmith.com.au)

Property Manager

## B. PROPERTY DETAILS

### 1. Address of Property:

  

### 2. Lease Commencement Date:

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
----------------------	-----	----------------------	-------	----------------------	------

### 3. Lease Term:

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

### 4. How many tenants will occupy the property?:

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
----------------------	--------	----------------------	----------	----------------------	------------------

5. Is any person to live in the property a smoker?: ☐ Yes ☐ No

**All properties have a no smoking inside policy**

## C. PERSONAL DETAILS

### 6. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Other ☐

Surname  Given Name/s

Date of Birth  Driver's licence number

Driver's licence expiry date  Driver's licence state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

### 7. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

### 8. What is your current address?

  

### 9. How did you find out about this property?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> The Internet	<input type="checkbox"/> Local Paper
<input type="checkbox"/> Office	<input type="checkbox"/> Office Window	<input type="checkbox"/> Sign Board at property
<input type="checkbox"/> Referral	<input type="checkbox"/> Other (specify)	

## D. UTILITY CONNECTIONS

### FREE Utility Connection Service - with a difference!

**MOVE ME IN**  
HASSLE FREE CONNECTIONS

Electricity Gas  
Internet Phone  
Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered.

We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted-deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

**E: [support@movemein.com.au](mailto:support@movemein.com.au)**

**P: 1300 911 947 [www.movemein.com.au](http://www.movemein.com.au)**

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;
- I am aware that I may access my personal information by contacting -
- TICA: 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA ([tica.com.au](http://tica.com.au))

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

## F. APPLICANT HISTORY

10. How long have you lived at your current address?

<input type="text"/>	<input type="text"/>
Years	Months

11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
----------------------	-------------------------

13. What was your previous residential address?

14. How long did you live at this address?

<input type="text"/>	<input type="text"/>
Years	Months

15. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
----------------------	-------------------------

Was bond refunded in full?

If not why not?

## G. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

<input type="text"/> FULL TIME	<input type="text"/> PART TIME	<input type="text"/> CASUAL
--------------------------------	--------------------------------	-----------------------------

Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Length of employment

Net Income

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
----------------------	-------	----------------------	--------	-------------------------

17. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
----------------------	-------	----------------------	--------	-------------------------

## H. CONTACTS/REFERENCES

18. Please provide a contact in case of emergency

Surname

Given name/s

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

19. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

2. Surname

Given name/s

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

## I. OTHER INFORMATION

20. Car Registration

21. Please provide details of any pets

Breed/type

Council registration / number

1. <input type="text"/>
-------------------------

2. <input type="text"/>
-------------------------

## J. PAYMENT DETAILS

Property Rental

\$ <input type="text"/>	per week OR	\$ <input type="text"/>	per month
-------------------------	-------------	-------------------------	-----------

Rental Bond (4 weeks rent):

First payment of rent in advance (2 weeks rent)

Sub Total

Amount payable on signing tenancy agreement (bank cheque or money order only)

## K. 100 Points of ID Required

We require 100 Points of ID.

You must have:

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other Photo ID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Signature of Landlords Agent

Date

<input type="text"/>	<input type="text"/>
----------------------	----------------------