



APPLICATION FOR RESIDENTIAL TENANCY

Property Address:

Date Inspected:

Thank you for applying for a property through First National Cleveland.

To ensure your application is processed as quickly as possible we require **100 points of ID** (including at least one form of photo ID) and for the application form to be completed in full with all relevant information, including contact information for employers and references.

If your application **IS NOT** completed in full or you have not supplied 100 points of ID or a form of photo ID, we are unable to process your application until this information is received.

The following forms of ID are accepted:

Driver's License	40 points	
Passport / Proof of age card	30 points	
Birth Certificate	30 points	
Last two (2) wage slips	20 points	
Bank Statement	20 points	
Phone/Internet/Electricity Account	10 points	
Car Registration (current)	10 points	
Medicare Card	10 points	

ALL PARTIES AGED 18 OR OVER MUST COMPLETE AN APPLICATION FORM IF WISHING TO RESIDE AT THE PROPERTY

If you **are not** an Australian permanent resident/citizen or currently employed, a bank statement will be required as proof you are able to support the tenancy.

If your application is successful, we require the first **TWO (2) WEEKS** rent to be paid within 24 hours of approval to secure the property. This payment is **NON-REFUNDABLE** should you wish to not proceed with the tenancy.

PLEASE NOTE: The following payment options for the first two (2) weeks rent are accepted:

- BANK CHEQUE, MONEY ORDER, CREDIT CARD, EFTPOS
- CASH AND PERSONAL CHEQUES ARE NOT ACCEPTED UNDER ANY CIRCUMSTANCES
- BOND IS TO BE PAID DIRECTLY TO THE RTA, LINK TO BE SUPPLIED UPON APPROVAL. 5 WEEKS BOND IS REQUIRED FOR PROPERTIES OVER \$701 PER WEEK



PRIVACY STATEMENT

The personal information you provide in this application or collected from other sources is needed 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 if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisors, referees, other agents and third-party operators of the tenancy reference databases.

Your Rights: You need not give the Agent any of the personal information it requests. However, without this information we may not be able to complete the application process.

If you would like access to the personal information First National Cleveland holds, you can obtain this by visiting us at 29 Middle Street, Cleveland QLD 4163

Phone: (07) 3286 6644, Fax (07) 3286 6844 or Email: rent@clevelandfn.com.au

The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

PRIVACY ACKNOWLEDGEMENT

I/We authorise you to give information to and obtain information from all credit providers, employment providers and references named in this application. I/We confirm that I/we have read and understand the Privacy Policy that the Lessor/Agent has made available to me/us. I/We have been advised that a Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental Bond Authority

Signed by the applicant:

FULL NAME

FULL NAME

SIGNATURE

SIGNATURE

_____/_____/_____
DATE

_____/_____/_____
DATE



APPLICANT ONE (1) DETAILS:

Full Name: _____ Date of Birth: _____

Drivers Lic No: _____ Passport No: _____

Smoker / Non Smoker (please circle)

Contact Details:

Mobile No: _____ Home No: _____

Work No: _____ Email: _____

Current Address: _____

Rent / Mortgage Per Week: _____ Occupancy Period: _____

Owned / Rented

Lessor / Rental Agency / Selling Agent: _____

Email: _____ Phone: _____

Reason for leaving: _____

Previous Address: _____

Rent / Mortgage Per Week: _____ Occupancy Period: _____

Owned / Rented Lessor / Rental Agency / Selling Agent: _____

Email: _____ Phone: _____

Reason for leaving: _____

Occupation of Applicant: _____ Net Income (per week): _____

Employer: _____ Payroll Contact: _____ Phone: _____

Email: _____ Employment Period: _____ Full Time / Part Time / Casual

Other Income (ie. Centrelink): _____ Net Income (per week): _____

SELF EMPLOYED (if applicable): Business Name & Industry: _____

ABN: _____ Accountant Name/Company: _____

Phone: _____ Email: _____ Net Salary (per week): _____

Personal Referee 1 (NOT RELATIVES): _____ Phone: _____

Personal Referee 2 (NOT RELATIVES): _____ Phone: _____

Business References (If Applicable) _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Relative in case of Emergency (MUST NOT be living with you): _____

Address: _____

Phone: _____ Email: _____ Relationship: _____



APPLICANT TWO (2) DETAILS:

Full Name: _____ Date of Birth: _____

Drivers Lic No: _____ Passport No: _____

Smoker / Non Smoker (please circle)

Contact Details:

Mobile No: _____ Home No: _____

Work No: _____ Email: _____

Current Address: _____

Rent / Mortgage Per Week: _____ Occupancy Period: _____

Owned / Rented

Lessor / Rental Agency / Selling Agent: _____

Email: _____ Phone: _____

Reason for leaving: _____

Previous Address: _____

Rent / Mortgage Per Week: _____ Occupancy Period: _____

Owned / Rented Lessor / Rental Agency / Selling Agent: _____

Email: _____ Phone: _____

Reason for leaving: _____

Occupation of Applicant: _____ Net Income (per week): _____

Employer: _____ Payroll Contact: _____ Phone: _____

Email: _____ Employment Period: _____ Full Time / Part Time / Casual

Other Income (ie. Centrelink): _____ Net Income (per week): _____

SELF EMPLOYED (if applicable): Business Name & Industry: _____

ABN: _____ Accountant Name/Company: _____

Phone: _____ Email: _____ Net Salary (per week): _____

Personal Referee 1 (NOT RELATIVES): _____ Phone: _____

Personal Referee 2 (NOT RELATIVES): _____ Phone: _____

Business References (If Applicable) _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Relative in case of Emergency (MUST NOT be living with you): _____

Address: _____

Phone: _____ Email: _____ Relationship: _____



APPLICATION FOR RESIDENTIAL TENANCY (CONT.)

ADDITIONAL INFORMATION REQUIRED:

Pets: Yes / No *if yes pet application on next page MUST be completed*

Number of vehicles to be kept at property: _____ Type/s: _____

Full Name and Date of Birth of ALL to Reside at the Property:

Name: _____ Date of Birth: _____/_____/_____

Name: _____ Date of Birth: _____/_____/_____

Name: _____ Date of Birth: _____/_____/_____

Name: _____ Date of Birth: _____/_____/_____

Name: _____ Date of Birth: _____/_____/_____

Name: _____ Date of Birth: _____/_____/_____

Please answer the below honestly (please circle):

1. Have you ever been evicted by a landlord / agent / mortgagee Yes / No
If YES please give details: _____
2. Have you ever been refused a property by another agent Yes / No
If YES please give details: _____
3. Are you, or have you ever been in debt to another agent? Yes / No
If YES please give details: _____
4. Is there any reason you would not be able to pay the rent? Yes / No
If YES please give details: _____
5. Have you ever received any deductions from your bond? Yes / No
If YES please give details: _____

I/We, the Applicant declare that the above information is true and correct and that I/We have supplied this information of my/our own free will. I/WE HEREBY AUTHORISE the Letting Agent to conduct any and all enquiries and/or searches required to verify the information contained in this application.

I/We, the Applicant declare that I/We am not an undischarged bankrupt.

I/We have inspected the abovementioned premises and wish to take the tenancy of the premises for a period of months at a weekly rental cost of \$_____ and payment of bond of \$_____ and that the rental amount is within my means.

I/We wish to commence the tenancy on ____/____/_____

I/We understand and acknowledge that the bond must be paid and cleared in the agents trust account prior to collecting keys. If this does not occur, I/we understand that the agent may not allow possession of the property until these funds have been received.

I/We acknowledge that First National Cleveland has supplied me/us with a copy of the Form 18a (General Tenancy Agreement) at the time of application submission.

I/We acknowledge that the first TWO (2) weeks rent is payable by the nominated means on the front of this form within 24 hours of acceptance.



I/We will inform First National Cleveland within the allocated 24-hour time frame if we will not be continuing with our application and wish to withdraw from the property.

I/We understand this may cause me/us to lose the property as another applicant may be approved.

SIGNATURE

SIGNATURE

_____/_____/_____
DATE

_____/_____/_____
DATE

PET APPLICATION AND AGREEMENT

Property: _____

Applicant/s Full Name/s: _____

Pet Type, Name, Age:

Dog / Cat/ Bird / Fish / ReptileName: _____ Breed: _____ Age: _____

Dog / Cat/ Bird / Fish / ReptileName: _____ Breed: _____ Age: _____

Dog / Cat/ Bird / Fish / ReptileName: _____ Breed: _____ Age: _____

Other Pet Type, name, breed/species, age: _____

Where will the pet/s be kept: Indoors / Outdoors / Other : _____

Pets Emergency Carer: _____ Phone: _____

Address: _____

A CURRENT PHOTO OF ALL PETS MUST BE SUPPLIED WITH THIS APPLICATION

Is the pet desexed: Yes / No

Is the pet registered with Council: Yes / No

Should approval be given for tenancy at the above property, the applicant agrees to the following:

1. The pet must remain outside at all times unless approved by the owner
2. The tenant/t agree and acknowledge as they were permitted have a pet at the premises they will, upon vacating and at any other time in the tenancy if required, have a flea treatment completed by a registered company, at the property if keeping dogs or cats. If keeping birds, a lice treatment will be required. A receipt if required upon completion.
3. The tenant/s agree to remove any pet droppings from the property on a minimum weekly basis.
4. The tenant/s agree the pet will be registered in accordance with local council laws and will be kept in a fenced area or restrained accordingly and will not cause a disruption to neighbours.
5. The tenant/s pet/s are not registered as dangerous or menacing animals.



6. The tenant/s hereby indemnify the agent / landlord from any injuries, damage, loss, costs or other expenses, whether caused directly or indirectly from the tenants' pet, on the property or if the pet escapes the property.
7. The tenant acknowledges that no other pets other than the approved are to be kept on the premises at any time without the written permission of the landlord / agent.
8. The tenant agrees that any damage caused by the pet will be rectified immediately at the tenant's cost.
9. The tenant agrees that if they have a fish tank, any spillage or damage caused by the fish tank is the tenants' responsibility to rectify. This will be done at the tenants' cost.

The tenant understands that failure to comply with these terms can result in permission for keeping of pets to be revoked at any time and may also be grounds for further action.

Signed by the applicant:

FULL NAME

FULL NAME

SIGNATURE

SIGNATURE

_____/_____/_____
DATE

_____/_____/_____
DATE



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At MyConnect, we're a team of Aussies who look after your moving needs... and the best bit about our service is that it's free!

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- **We're 100% independent** - we'll lay out the plans available, who you choose is your call

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FOR HOME MOVERS**

myconnect.com.au/getconnected

Request for approval to keep a pet in rental property (Form 21)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 184D)



Tenants must use this form to request approval from the property owner to keep a pet or animal in their rental property. Tenants should complete a separate form for each pet. Property owner's approval is not required to keep a working dog at the property.

For more information about your rights and responsibilities, please see the [Renting with pets fact sheet](#).

On this form, the term property owner refers to the lessor, property manager or manager/provider who has the authority to act on behalf of the property owner.

When submitting this request by post, the sender must allow time for the mail to arrive when calculating the date the property owner must respond by (item 6).

1 Address of the rental property

	Postcode	

2 Tenant/s seeking approval to keep a pet

1. Name			
Email		Phone	
2. Name			
Email		Phone	
3. Name			
Email		Phone	

3 Property owner/s receiving this request

1.	
2.	
3.	

4 Details of request

I am/We are seeking approval to keep the following pet at the rental property (as stated in item 1).

I/We understand that I am/we are responsible for any nuisance, noise and damages caused by keeping a pet, and any damages caused by the stated pet below are not considered fair wear and tear under the law and I am/we are responsible for rectifying any damages caused by the stated pet.

I/We understand that:

- I am/we are responsible for any nuisance, noise and damages caused by keeping a pet
- any damages caused by the stated pet below are not considered fair wear and tear under the law, and
- I am/we are responsible for rectifying any damages caused by the stated pet.

4.1 About the pet

Animal type - Breed/species	
Pet name	
<input type="checkbox"/> Microchip number	
<input type="checkbox"/> Registration number	
<input type="checkbox"/> Sex	
<input type="checkbox"/> Fur colour and length	
<input type="checkbox"/> Weight, height and length	

Request for approval to keep a pet in rental property (Form 21)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 184D)

4.2 Other information you would like to share about the suitability of the pet proposed to be kept in the rental property to assist the property owner to make an informed decision (optional)

- the pet's age, temperament, training
- whether the rental property is suitable for keeping this type of pet (i.e. size of property, outdoor areas, fencing requirements)
- whether the pet is permitted under the local council by-laws or any applicable body-corporate by-laws
- whether you intend to keep the pet inside and/or outside, or in an appropriate enclosure
- photo of pet (if applicable)
- photo of enclosure for pet (if applicable)

5 Date this pet request is sent

Day	Date	Method of sending request (e.g. email, post, in person)
<input type="text"/>	<input type="text" value="/ /"/>	<input type="text"/>

6 Date the property owner must respond by

<input type="text" value="/ /"/>	(must be within 14 days from date in item 5)
----------------------------------	--

7 Signature/s of the person/people issuing this notice

Print name/s	Signature/s	Date
1. <input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
2. <input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
3. <input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>

Property owners must respond to this request in writing within 14 days. If no response is received by the date stated in item 6, this request is assumed to be approved.

Property owners can only refuse the request for a pet based on prescribed grounds as outlined under the legislation and can outline additional reasonable conditions for the approval. A letter template to help property owners structure their response to pet requests is available on the RTA website.