

# Tenancy Application Form

Phone: (07) 3807 0999 Fax: (07) 3807 2998 Email: [rentals@bernatslewis.com.au](mailto:rentals@bernatslewis.com.au) Website: [www.bernatslewis.com.au](http://www.bernatslewis.com.au)

**This Application must be accompanied by copies of the applicant's appropriate ID and documentation. If there is more than one applicant, a separate Application Form is required for each applicant.**

<b>Property Address/es</b>			
<b>Tenancy requirements</b>	When do you want to move in? _____ / _____ / _____		
<b>Surname</b>	(please circle) Male / Female		
<b>First Names</b>			
<b>Have you been known by any other name:</b>	Yes/ No	If yes please provide proof of change i.e. birth certificate/ marriage certificate	
<b>Are you a smoker?</b>	Yes / No		
<b>Your contact details</b>	☎ (Home)	☎ (Work)	☎ (Mobile)
	EMAIL Address Email: _____		
<b>Your current address</b>			
<b>Current rental Details (if applicable)</b>	Current rent \$ _____ per week	I have lived there for _____ months	
	Agent/Lessor name _____		
	☎ Business _____	Fax: _____	
	Why are you leaving? _____		
<b>Previous address</b>	Address: _____		
	Rent \$ _____ per week	I lived there for _____ months	
	Agent/Lessor name _____		
	☎ Business _____	Fax: _____	
	Why did you leave? _____		
<b>Employment</b>	Current employer: _____		
	Job position _____		
	Length of employment _____	☎ Business: _____	Fax: _____
	Contact name _____		
	Full time or part time? (Circle one)		Nett weekly income \$ _____
<b>Personal details</b>	Date of birth _____		
	Drivers licence no. _____	Passport no. _____	
	Expiry date _____	Expiry date _____	
<b>Occupancy details</b>	What is the total number of occupants who will live in this property? _____		
	Number and ages of children (if any) _____		
	Full Name/s: _____		
	Gender of children: Male or Female _____		
	Pets? Yes/No (circle one) _____		
	Number and type _____		
<b>Emergency contacts</b>	Name of contact & Address _____		
	Relationship to you _____	☎ (Mobile) _____	
<b>Personal or business references (not relatives)</b>	<b>Name</b>	<b>Occupation</b>	<b>☎ (Work)</b>
	_____	_____	_____
	_____	_____	_____
<b>How did you find out about this property?</b>	<input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Sign board <input type="checkbox"/> Rental List <input type="checkbox"/> Referral <input type="checkbox"/> Window Display <input type="checkbox"/> Other (name)		

**I confirm the following:**

1. During my inspection of this property I found it to be in a reasonably clean condition  
Yes/No (circle one)
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the lessor's approval.

\_\_\_\_\_

\_\_\_\_\_

3. I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval.
4. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

<b>100 Point Identification check</b>	<i>100 Points must consist of at least one form of photo I.D. and one proof of income document.</i>
Drivers Licence (40), Passport (40), Birth Certificate (30), Other Photo ID (30), Medicare Card (20), Current Wage Advice (20), Previous Tenancy Reference (20), Previous 2 Rent Receipts (20), Motor Vehicle Registration Certificate (10), Bank Statement (10), Telephone Account (10), Electricity Account (10), Gas Account (10)	

**Privacy Statement**

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the lessor, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the lessor. If you enter into a General Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and offer you a tenancy.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the lessor of the property for his / her / their acceptance and if the application is approved, to prepare a Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per week.

I undertake to pay a Rental Bond ( equal to four weeks rent) and the first two weeks rent upon signing the Tenancy Agreement.

**Statement of Costs**

Rental Bond	\$	
Two weeks rent	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

Applicant's signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Agent's signature \_\_\_\_\_ Date \_\_\_\_\_



# REQUEST FOR RENTAL REFERENCE 1

Please fax to BernatsLewis Real Estate, 76 City Rd, Beenleigh Qld 4207.  
Fax 07 3807 2998 Ph 07 3807 0999 ext 2

**\*\*\*\*This Section is to be completed by the Applicant\*\*\*\***

I/We have lodged an application for a rental property with Bernats Lewis Real Estate Beenleigh and hereby give authorization for you to provide them with the information requested below in a quick and timely manner to facilitate the processing of our application

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

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

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Were the above Applicants listed as tenants on the Lease  Yes  No

Rental Period: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Was this tenancy terminated by:  Agent  Tenant

Reason for Termination: \_\_\_\_\_

Amount of Rent Per Week: \$ \_\_\_\_\_

Rent Paid on Time:  Always  Sometimes  Never

Were the applicants ever in arrears:  Yes  No

Were any Form 11 Notice to Remedy Breach Issued?  Yes  No

What were the F11 notices issued for? \_\_\_\_\_ How many were issued? \_\_\_\_\_

Were any RTA Form 12 Notice To Leave Issued?  Yes  No

What were the F12 notices issued for? \_\_\_\_\_ How many were issued? \_\_\_\_\_

During Routine Inspections was the tenant keeping the house:

Clean and Tidy  Clean But Untidy  Unclean and Untidy

Were any pets kept at the property?  Yes  No

Were these pets approved to be kept on the property?  Yes  No

On vacate was the property left clean and undamaged inside and out  Yes  No

At vacate, was the bond refunded to the tenant in full?  Yes  No

If the tenant has not vacated yet, do you expect to refund the bond in full?  Yes  No

If no, please provide details \_\_\_\_\_

Would you rent to this tenant again:  Yes  No

If no, please provide details \_\_\_\_\_

Any additional comments you would like to share with regards to this tenant: \_\_\_\_\_

Completed By: \_\_\_\_\_ Position: \_\_\_\_\_

**PLEASE FAX BACK WITH A COPY OF THE TENANTS LEDGER (07) 3807 2998**

*We thank you for taking the time to complete this request honestly and promptly, we appreciate your time and hope we can return the favour in the near future.*



# EMPLOYMENT REFERENCE CHECK

Please fax to BernatsLewis Real Estate, 76 City Rd, Beenleigh Qld 4207.  
Fax 07 3807 2998 Ph 07 3807 0999 ext 2

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Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

1 Employee Name: \_\_\_\_\_

2 Employer Name: \_\_\_\_\_

3 Position Held: \_\_\_\_\_

4 Length of Employment: \_\_\_\_\_

5 Is the employee  Full Time  Part Time  Casual

6 Hours worked per week: \_\_\_\_\_

7 Nett Weekly Income: \$ \_\_\_\_\_

8 Is this employee likely to continue with the company in the above capacity in the future  
 yes  no

9 Name of Person Completing This Form: \_\_\_\_\_

10 Position Held within the company: \_\_\_\_\_

11 Any further comments on this employee: \_\_\_\_\_

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