



APPLICATION FOR TENANCY

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with you application. YOUR APPLICATION WILL NOT BE PROCESSED IF ALL DOCUMENTS ARE NOT GIVEN. Our office will require you to submit a minimum of 100 points of identification for your application to be considered. Should you be unable to meet the 100 point check criteria, please speak with our property manager. The identification provided must include some form of photographic identification.

Previous rental ledger (50 points)	
Passport (30 points)	
Drivers Licence (30 points)	
Proof of income (payslip or Centrelink statement) (30 points)	
Birth certificate (20 points)	
Minimum two (2) references from previous agent/lessor (20 points)	
Current motor vehicle registration papers (20 points)	
Copy of Telstra/Energex/Gas Account in applicant's name (10 points)	

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY – Payment of bond and two weeks rent

Once the application has been approved you will be required to pay a minimum of two weeks rent and the bond to secure the property. Please note that this must be paid in cleared funds. Personal cheques will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

LANDLORD/AGENT

Name: Parc Apartments Management

Address: Body Corporate Letterbox
6 Exford Street
Brisbane QLD 4000

Phone: (07) 3211 4960

Fax: (07) 3229 4885

Email: rentals@parcapartments.com.au

DETAILS OF PROPERTY

Apartment number	
Street Address	
Move in date	
Lease term	
Weekly rental amount	
Bond Amount	

APPLICANT'S PERSONAL DETAILS

Surname	
Given name(s)	
Date of birth	
Drivers Licence No	
Passport No	
18+ Card No	



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CONTACT DETAILS

Home No	
Mobile No	
Work No	
Fax No	
Email address	

APPLICANT'S RENTAL HISTORY

Current address	
Situation	Renting
Period of occupancy	_____ years _____ months
Current lease expiry date	
Name of Lessor or Agent	
Contact Name	
Contact Phone	
Weekly rental amount	
Reason for leaving	

Previous address	
Situation	
Period of occupancy	_____ years _____ months
Current lease expiry date	
Name of Lessor or Agent	
Contact Name	
Contact Phone	
Weekly rental amount	
Reason for leaving	

APPLICANT'S EMPLOYMENT

Current Occupation	
Employer's name/Centrelink details/Benefit type	
Employer's Address	
Contact Name	
Contact No	
Employment type	
Length of employment	_____ years _____ months
Weekly income	\$

SELF EMPLOYMENT DETAILS

Registered name of business	
ABN	
Address	
Personal Net Income per week	\$
Length in business	
Name of Accountant	
Contact Phone/Fax No	
Name of one major creditor	
Contact Phone/Fax No	



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REFERENCES AND EMERGENCY CONTACTS

Business Referee	
Relationship	
Contact No	
Personal Referee	
Relationship	
Contact No	
Next of Kin	
Relationship	
Address	
Contact No	

TERMS AND CONDITIONS

Applicant's Name:

How did you find out about the rental property?

Have you ever been evicted or are you in debt to another Lessor or Agent? _____

If yes, please provide details: _____

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 _____, from _____ at a rental of _____ per week. The rent to be paid is within my means and I agree to pay a bond of _____

THE PROPERTY WILL NOT BE HELD UNTIL THE AGENT RECEIVES TWO (2) WEEKS RENT, THE BOND AND THE TENANCY DOCUMENT HAS BEEN SIGNED BY ALL PARTIES. In the event that the application is successful, acceptance is communicated and the two (2) weeks is paid, but I decide not to proceed, I agree that the two weeks rent will be forfeited to your office. Upon communication of acceptance of this application by the agent, verbal or written, I agree that this tenancy shall be binding. I, the applicant, accept the property in its present condition.

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, all details held will be destroyed.

It is agreed that the 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 Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessors of the property, credit providers, insurance providers, other agents, sales people, database agencies, references named in this application or any other third party who would have a beneficial interest relating to the 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. 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. I am aware that you may access personal information on the contact details above.



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8. SIGNATURES:

Applicant's Name: _____

Applicant's Signature: _____ Date: ____/____/____

Agent's Signature: _____ Date: ____/____/____

OFFICE USE ONLY

ATTENTION: _____

FROM PROPERTY MANAGER: _____

PHONE: _____ FAX: _____

DATE: _____

Please circle the correct answer to the following questions regarding the tenant history for the tenant and property listed below.

CURRENT TENANT/S: _____

PROPERTY ADDRESS: _____

RENT PAID PER WEEK: \$_____ END OF LEASE DATE: _____ PERIOD OF LEASE: _____

Has this tenant been issued with any NTR or NTL's : YES / NO

If yes, for what reason? _____

Does the tenant keep a pet at the property? YES / NO

Does the tenant look after the property? YES / NO

Comment: _____

Does the tenant maintain the yard regularly? YES / NO

Comment: _____

Would you rent to this tenant again? YES / NO

Comment: _____

Why is the tenant vacating the property? _____

Thank you for responding promptly to this request. Please fax/email a full tenant ledger with this reference to:
