



Pre- Application Information

Thankyou for your enquiry regarding our available rental properties. To assist you in the process of applying for a property, we provide the following:

Select a Property with City & Country Realty

- Via internet or our rental lists choose which property/s you are interested in
- Drive-by the properties for location suitability
- Contact to arrange an appointment to inspect the property
- We'll meet you at the property at the appointed time

Application Process

- Collect an application form
- Complete the application and provide 100 Points of ID. This MUST include evidence of your income i.e.- Pay Slips x2 or Letter of Offer/ Contract, Centrelink documents AND photo ID.
- Provide documents to meet the 100 points of identification as the guide shows below. If you need assistance to complete the forms, please ask as we are here to help

100 Points- Option List

| | | | |
|-------------------|-----------|----------------------------|-----------|
| Drivers License | 40 points | Previous Tenancy Reference | 20 points |
| Passport | 40 points | Previous 2 Rent Receipts | 20 points |
| 18 + Card | 40 points | Motor Vehicle Registration | 10 points |
| Birth Certificate | 30 points | Bank Statement | 10 points |
| Other Photo ID | 30 points | Telephone Account | 10 points |
| Pay Slips x 2 | 30 points | Electricity Account | 10 points |

Please consult property manager if you cannot meet the 100 point requirement or for other ID accepted.

City and Country Realty Process

As your application is a high priority, we will endeavour to have an answer to you within 24-48 hours. Applications that are incomplete cannot be processed. If we are experiencing delays in ringing your contacts we will advise you.

Please Note;

- We are unable to accept bond transfers
- Each adult applicant must complete an application form
- If accepted rental payments can be made online, by eftpos, cash or bank cheque

Application for Residential Tenancy

| | | | | | | | | | | | | | |
|---|---|---|-----------------|---|----------------|--|--------------------|---|-----------------------|--|--------|---|--------|
| PROPERTY ADDRESS | | | | | | | | | | | | | |
| How did you find out about this property? | <input type="checkbox"/> Rental List <input type="checkbox"/> Internet <input type="checkbox"/> Referral <input type="checkbox"/> Other | | | | | | | | | | | | |
| Personal Details | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Date of Birth:</td> <td style="width: 50%;">Place of Birth:</td> </tr> <tr> <td>Drivers License No:</td> <td>Expiry Date:</td> </tr> <tr> <td>Passport No:</td> <td>Expiry Date:</td> </tr> </table> | Date of Birth: | Place of Birth: | Drivers License No: | Expiry Date: | Passport No: | Expiry Date: | | | | | | |
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| Drivers License No: | Expiry Date: | | | | | | | | | | | | |
| Passport No: | Expiry Date: | | | | | | | | | | | | |
| Contact Details | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Home:</td> <td style="width: 50%;">Mobile:</td> </tr> <tr> <td>Work:</td> <td>Email:</td> </tr> </table> | Home: | Mobile: | Work: | Email: | | | | | | | | |
| Home: | Mobile: | | | | | | | | | | | | |
| Work: | Email: | | | | | | | | | | | | |
| Full Name & Address | Name: Address: | | | | | | | | | | | | |
| Current Rental Details | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Agent/Landlord Name:</td> <td style="width: 50%;">Fax:</td> </tr> <tr> <td>Phone:</td> <td>Period Rented:</td> </tr> <tr> <td>Rent per week \$</td> <td></td> </tr> </table> | Agent/Landlord Name: | Fax: | Phone: | Period Rented: | Rent per week \$ | | | | | | | |
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| Phone: | Period Rented: | | | | | | | | | | | | |
| Rent per week \$ | | | | | | | | | | | | | |
| Previous Rental Details | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Address:</td> <td style="width: 50%;">Fax:</td> </tr> <tr> <td>Agent/Landlord Name:</td> <td>Period Rented:</td> </tr> <tr> <td>Phone:</td> <td>Period Rented:</td> </tr> <tr> <td>Rent per week \$</td> <td></td> </tr> <tr> <td colspan="2">Was bond refunded in full: Yes / No Details:</td> </tr> </table> | Address: | Fax: | Agent/Landlord Name: | Period Rented: | Phone: | Period Rented: | Rent per week \$ | | Was bond refunded in full: Yes / No Details: | | | |
| Address: | Fax: | | | | | | | | | | | | |
| Agent/Landlord Name: | Period Rented: | | | | | | | | | | | | |
| Phone: | Period Rented: | | | | | | | | | | | | |
| Rent per week \$ | | | | | | | | | | | | | |
| Was bond refunded in full: Yes / No Details: | | | | | | | | | | | | | |
| Employment | <table style="width: 100%; border: none;"> <tr> <td colspan="2">Current Employer:</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract</td> </tr> <tr> <td>Your Position:</td> <td>Net Weekly Income:</td> </tr> <tr> <td>Length of Employment:</td> <td>Supervisors Name:</td> </tr> <tr> <td>Phone:</td> <td>Fax:</td> </tr> </table> | Current Employer: | | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract | | Your Position: | Net Weekly Income: | Length of Employment: | Supervisors Name: | Phone: | Fax: | | |
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| <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract | | | | | | | | | | | | | |
| Your Position: | Net Weekly Income: | | | | | | | | | | | | |
| Length of Employment: | Supervisors Name: | | | | | | | | | | | | |
| Phone: | Fax: | | | | | | | | | | | | |
| Previous Employment | <table style="width: 100%; border: none;"> <tr> <td colspan="2">Previous Employer:</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract</td> </tr> <tr> <td>Your Position:</td> <td>Net Weekly Income:</td> </tr> <tr> <td>Length of Employment:</td> <td>Supervisors Name:</td> </tr> <tr> <td>Phone:</td> <td>Fax:</td> </tr> </table> | Previous Employer: | | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract | | Your Position: | Net Weekly Income: | Length of Employment: | Supervisors Name: | Phone: | Fax: | | |
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| Length of Employment: | Supervisors Name: | | | | | | | | | | | | |
| Phone: | Fax: | | | | | | | | | | | | |
| If Self Employed | <table style="width: 100%; border: none;"> <tr> <td colspan="2">Business/Company Name:</td> </tr> <tr> <td colspan="2">Address:</td> </tr> <tr> <td colspan="2">Type of Business:</td> </tr> <tr> <td>ABN:</td> <td>Length of Employment:</td> </tr> <tr> <td>Accountants Name:</td> <td>Phone:</td> </tr> </table> | Business/Company Name: | | Address: | | Type of Business: | | ABN: | Length of Employment: | Accountants Name: | Phone: | | |
| Business/Company Name: | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| Type of Business: | | | | | | | | | | | | | |
| ABN: | Length of Employment: | | | | | | | | | | | | |
| Accountants Name: | Phone: | | | | | | | | | | | | |
| If a Student or Not Currently Employed | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Student ID#</td> <td style="width: 50%;">Institution:</td> </tr> <tr> <td>Course:</td> <td>Duration</td> </tr> <tr> <td colspan="2">(Note verification of income source must be provided)</td> </tr> <tr> <td colspan="2">Currently not employed <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Please indicate documents supplied with this application to confirm income</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Centrelink <input type="checkbox"/> Austudy <input type="checkbox"/> Other</td> </tr> </table> | Student ID# | Institution: | Course: | Duration | (Note verification of income source must be provided) | | Currently not employed <input type="checkbox"/> | | Please indicate documents supplied with this application to confirm income | | <input type="checkbox"/> Centrelink <input type="checkbox"/> Austudy <input type="checkbox"/> Other | |
| Student ID# | Institution: | | | | | | | | | | | | |
| Course: | Duration | | | | | | | | | | | | |
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| Currently not employed <input type="checkbox"/> | | | | | | | | | | | | | |
| Please indicate documents supplied with this application to confirm income | | | | | | | | | | | | | |
| <input type="checkbox"/> Centrelink <input type="checkbox"/> Austudy <input type="checkbox"/> Other | | | | | | | | | | | | | |
| Australian Citizen | <input type="checkbox"/> Yes <input type="checkbox"/> No- copies of passport and visa attached | | | | | | | | | | | | |
| Pets | <table style="width: 100%; border: none;"> <tr> <td colspan="2">Type of Pets:</td> </tr> <tr> <td colspan="2">Number</td> </tr> <tr> <td colspan="2">Council Registered: Yes/No Which:</td> </tr> </table> | Type of Pets: | | Number | | Council Registered: Yes/No Which: | | | | | | | |
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| Number | | | | | | | | | | | | | |
| Council Registered: Yes/No Which: | | | | | | | | | | | | | |
| Vehicles | <table style="width: 100%; border: none;"> <tr> <td colspan="3">Total number of vehicles To be kept at premises:</td> </tr> <tr> <td style="width: 33%;">Rego:</td> <td style="width: 33%;">State:</td> <td style="width: 33%;">Model</td> </tr> <tr> <td>Rego:</td> <td>State:</td> <td>Model:</td> </tr> <tr> <td>Rego:</td> <td>State:</td> <td>Model:</td> </tr> </table> | Total number of vehicles To be kept at premises: | | | Rego: | State: | Model | Rego: | State: | Model: | Rego: | State: | Model: |
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| Rego: | State: | Model | | | | | | | | | | | |
| Rego: | State: | Model: | | | | | | | | | | | |
| Rego: | State: | Model: | | | | | | | | | | | |
| Occupancy Details (Full names, address and ages of people including children who will reside at the premises BUT NOT SUBMITTING AN APPLICATION) | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;">DOB:</td> </tr> <tr> <td>Address:</td> <td></td> </tr> <tr> <td>Name:</td> <td>DOB:</td> </tr> <tr> <td>Address:</td> <td></td> </tr> <tr> <td>Name:</td> <td>DOB:</td> </tr> </table> | Name: | DOB: | Address: | | Name: | DOB: | Address: | | Name: | DOB: | | |
| Name: | DOB: | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| Name: | DOB: | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| Name: | DOB: | | | | | | | | | | | | |

| | | | |
|--|-----------------|----------------------|--------------|
| | Address: | | |
| | Name: | DOB: | |
| | Address: | | |
| Emergency Contact (Details of closest relative/person who will not be residing with you) | Name: | Relationship | |
| | Address: | | |
| | Phone: | Mobile: | |
| Personal References (cannot be family or persons to reside at the premises with you) | Name: | Relationship: | |
| | Address: | | |
| | Phone: | Mobile: | Work: |
| | Name: | Relationship: | |
| | Address: | | |
| | Phone: | Mobile: | Work: |

I confirm the following:

1. Have you ever been evicted by any lessor or agent? Yes No
2. Is there any reason that would effect your ability to pay rent? Yes No
3. Are you in debt to another lessor or agent? Yes No
4. Was your rental bond refunded in full by previous agents/lessors? Yes No

During my inspection of the Property on ___ / ___ / ___ I found it to be in a satisfactory condition. Yes No.
 If no I request the following items be attended to prior to my tenancy, subject to the Lessor's approval

.....

I have inspected the premises and apply for tenancy for a period of _____, at a rental of \$_____ per week commencing on ___ / ___ / ___.

Declaration

I declare that the Application Information provided is true and correct. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property- in particular to check my identification, my previous tenancies, my character and creditworthiness. For such purposes I authorize you to contact the persons named in this application and to undertake enquiries and searches (including tenancy database searches) as you consider reasonably necessary. In doing so I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. I consent to this Application being verified and to the access of Tenancy I declare that I am not bankrupt or an undischarged bankrupt.

The applicant acknowledges that they have received **or** have available to them from the lessor or agent: any applicable by laws or body corporate details & Privacy Policy of the Agent before signing the application Yes No

Name:.....**Signature**.....**Date:**.....

COLLECTION NOTICE

You agree that for the purpose of this Application for Tenancy, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.

The personal information you give in this Application for Tenancy or collected from other sources is necessary for the Owner or Agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agent's business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.

If you enter into the Residential Tenancy Agreement or you fail to comply with your obligations under the Tenancy Agreement/Lease that fact and other relevant personal information collected about you during the course of this Application for Tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents.

If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent.

You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process Application for Tenancy properly or manage the tenancy properly.

1st Applicant:

Name

Signature

Date

2nd Applicant:

Name

Signature

Date

3rd Applicant:

Name

Signature

Date

Written Notice about Use of Tenancy Databases

Section 458A Residential Tenancies and Rooming Accommodation Act 2008 Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the Residential Tenancies and Rooming Accommodation Act 2008, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use and how a prospective tenant can contact that database operator.

The database/s we use are:

Barclay MIS Protect & Collect Pty Ltd

Telephone: 1300 883 916

(Tenant Enquiries see contact details below)

P.O. BOX 553 WYNNUM QLD 4178

Tenants can request details of any history pertinent to them by sending a reply paid envelope to the above address.

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database.