



Ph 07 5437 8393  
Email: property@ilookproperty.com.au  
Suite 1/3 Kawana Island Blvd  
(Cnr Nicklin Way/next to 7 eleven)  
Warana Qld 4575

**Important: No application will be processed unless it is completed in it's entirety.**

I/We the applicant/s do solemnly and sincerely declare that the following information is true and correct and I/We the applicant/s declare that I/We are over 18 years of age and are/are not bankrupt. I/We acknowledge that the property is being let in the condition it was inspected and that any maintenance other than emergency repairs are at the discretion of the Landlord. I/We wish to secure a tenancy on the property inspected and confirm the proposed rental amount is within my/our means.

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You can also correct this information if it is inaccurate, incomplete or out of date.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

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: TICA Default Tenancy Control Pty Ltd [www.tica.com.au](http://www.tica.com.au)  
T: 02 9743 1800 | F: 02 9743 4844 | PO Box 120 CONCORD NSW 2137

Applicant 1 Name: \_\_\_\_\_

Applicant 2 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2018

\_\_\_\_ / \_\_\_\_ / 2018

**Applicant One****Applicant Two****Personal Details**

Surname: \_\_\_\_\_

Christian names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_

Car Make & Rego: \_\_\_\_\_

Smoker: \_\_\_\_\_ Yes / No \_\_\_\_\_ Yes / No

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Pets: Yes / No: Breed? \_\_\_\_\_ Inside/Outside \_\_\_\_\_ Inside/Outside

**Current Address**

\_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Date Commenced: \_\_\_\_\_

Name of Agent/Landlord: \_\_\_\_\_

Agent/Landlord Contact: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Previous Address**

\_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Date Commenced & Finished: \_\_\_\_\_

Name of Agent/Landlord: \_\_\_\_\_

Agent/Landlord Contact: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employment**

Employer: \_\_\_\_\_

Payroll Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_

Net (post tax) Weekly Income: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Occupation: \_\_\_\_\_

Status: \_\_\_\_\_ Fulltime/Part time/Casual/Self Emp/Other \_\_\_\_\_ Fulltime/Part time/Casual/Self Emp/Other

(If less than 2 years)**Previous Employment:**

Employer: \_\_\_\_\_

Payroll Phone: \_\_\_\_\_

Start Date & Finish Date: \_\_\_\_\_

Net Weekly Income: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Occupation: \_\_\_\_\_

Status: \_\_\_\_\_ Fulltime/Part time/Casual/Self Emp/Other \_\_\_\_\_ Fulltime/Part time/Casual/Self Emp/Other

**Other Details**

Do you have other pending applications on other properties? Yes / No

Has your tenancy ever been terminated by a landlord or property manager? Yes / No

Are you in debt to another landlord or agent? Yes / No

Have any deductions ever been made from your bond? Yes / No

Rental Property Address:			
Date Inspected:	/ / 2018	Tenancy:	Months
Preferred Commencement Date:	/ / 2018	Number of occupants:	
Rent Per Week:	\$		

Full names of all other persons to occupy the premises including names and ages of children.

1. _____	Age: _____
2. _____	Age: _____
3. _____	Age: _____
4. _____	Age: _____

**Personal Referees:**

**Applicant 1**

**Applicant 2**

1. Full Name of relation:	_____	_____
Relationship to you:	_____	_____
Contact number:	_____	_____
2. Full Name of relation/friend:	_____	_____
Relationship to you:	_____	_____
Contact number:	_____	_____

**Please comment on other information to support this application:**


**Supporting Documentation Checklist**

All supporting documentation must be **photocopied/scanned and attached** to this application.

To ensure your application is processed as quickly, please provide the following documents with this application:-

- 100 points identification: Drivers Licence and/or Passport plus Council Rates; Utility bill showing address
- Bank statement (no older than 30 days) showing your name, address and income deposited
- Last two Payslips/Centrelink Statements/Tax return (for self employed applicants) no older than 30 days

Applications can take up to 48 hours to process however may take longer if there is missing information, or we are waiting for references from current and/or past agencies. Please be aware the final decision on whether your application is accepted or declined is ultimately up to Owner of the property.

Please do not hesitate to contact us on 07 5437 8393 should you have any queries on this application.

**(Applicant/s to sign below only. Do not complete)**

**To: Property Manager**

**From: ilookproperty**

**Company:**

**Date:**

**Fax:**

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**Re Address:**

Dear Property Manager

We advise the applicant/s listed below have applied to our office for rental accommodation. In order to assist us to process the application for tenancy, would you please complete the relevant sections and fax/email to our office with 24 hours. **Please include a copy of the tenant ledger.** Thank you for your help!

What is / are the name/s on the lease?	
What is/was the rental amount pw?	\$
Was rent paid on time?	Yes / No
Attached is a tenant ledger?	Yes / No
If applicable, how many Form 11's been issued? Reason:	
If applicable, how many Form 12's been issued? Reason:	
Have you attended court against the applicant/s during the tenancy?	Yes / No
Please comment on the condition of the property during tenancy:	Excellent / Good / Satisfactory / Unsatisfactory If unsatisfactory, Why?
Did the office terminate the tenancy? If yes, for what reason?	Yes / No
Were pets kept on the premises? If applicable, where they kept inside or outside? Were there any problems?	Yes / No If Yes, type of pet? Inside / Outside
Was a full bond refund given?	Yes / No If No, please state reason:
Would you rent to the tenants again?	Yes / No
This questionnaire completed by?	

I/We authorise ilookproperty to obtain details of my rental history from the owner or the agent of my current or previous address. I/We declare that the information that I/we have supplied is true and correct to the best of my knowledge and given of my own free will.

Applicant Name/s: \_\_\_\_\_

Applicant Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_

Please email to property@ilookproperty.com.au once completed.  
Thank you for your time in completing this questionnaire.