

Tenancy Application Form

PO BOX 258
 GEEBUNG QLD 4034

p 0400 343 959
 e aaron@aaeps.com.au
 aaepropertyservices.com.au

Please read prior to completing your application:

1. One application is to be completed per person over the age of 18 years
2. A representative of AAE Property Services will contact you within 24hrs upon receipt of your application to advise the status or result of the application.
3. This application must be accompanied by copies of documents from those listed below for the 100-point identification check.
4. AAE Property Services is a cashless business

Applications Checklist

Before I submit this application, I have:

- Attached certified photocopies of all documents to meet 100 points of ID & correct proof of income (see below)
- Inspected the property both internally and externally, satisfied with the size of the apartment and lift access
- Completed all details in full on the application form
- Read and signed all the tenancy declaration and privacy details

Address of the property you are applying for

Approved Supporting Documents

You are required to meet a 100-point identification criterion upon submission of your application. An AAE Property Services representative may photocopy any original items and retain as part of your application.

Please tick the options applicable for you to fulfil the 100-point identification requirements.

PLEASE NOTE: At least one form of photo identification MUST be provided

50 Points

Passport

Full Birth Certificate

Citizenship Certificate

30 Points

Australian drivers licence

Student photo ID

State/Federal Govt photo ID

Centrelink card

Proof of age card

Dept. of Veterans affairs card

25 Points

Medicare card

Council rates notice

Vehicle Registration Papers

Telephone bill

Electricity bill

Gas Bill

Tenancy history ledger

Bank Statement

Credit card statement

Last four rent receipts

Rental bond receipt

Copy of current lease agreement

Proof of Income

You are also required to supply your proof of income when submitting your application

Employed: Last Two Payslips

Self Employed: Bank statements, Group Certificate, Tax Return or Accountants letter

Not Employed: Bank Statement, Letter of Guarantor, Centrelink statement,





AAE
Property Services

Who did you inspect the property with; Name: _____

on which date ___ / ___ / ___

Applicants Full Name: _____

Applicants current address: _____

Have you ever been known by another name;

If Yes, please list here _____

(provide evidence of change of name certificate with application)

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Applicants Contact Details;

Home: _____ Mobile: _____

Business: _____ Email: _____

Applicants Personal Details;

Date of Birth ___/___/___

Smoker / Non-Smoker

Drivers Licence Number: _____

Expiry Date ___/___/___

Passport No. _____

Expiry Date ___/___/___

Current Rental details

Current weekly rent \$ _____ per week

How long have you lived here? _____ Lease Expiry ___/___/___

Reason for leaving? _____

Agent/Lessor: _____ Phone: _____

Agent/Lessor Email: _____

If you are residing in a home you own, please provide proof of ownership in-lieu of rental history;

Property Address: _____

How long have you owned? Years: _____ Months: _____ (rates notice is sufficient proof of ownership)

Previous rental history;

Property Address: _____

Rent P/W \$ _____ Time at property: Years _____ Months _____

Agent Lessor: _____ Phone: _____

Employment;

Current Employer: _____

Your Position/Title: _____

Employment Status (please circle) Full Time / Part Time / Casual / Contract

Length of employment: _____ Net Weekly Income: _____

Name of Supervisor: _____ Phone: _____

Email: _____

If you are self-employed;

Business Name: _____

Number of years self-employed: _____

Accountants Name: _____ Phone: _____

Email: _____

Your ABN: _____ CAN: _____

AAE Property Services – It's Personal!



If you're receiving Centrelink Payments or Benefits;

How much are you receiving \$ _____ p/fortnight
Description of Payments _____
Date Commenced ____/____/____

Student Details;

Name of Institution _____
Name of Course _____
Duration of course: Years _____ Months _____
Course Finish Date _____

Residential Status;

Australian Citizen **Yes / No**
premises _____
Permanent resident **Yes / No**
If no to either, please attach passport and VISA
Visa Expiry _____

Vehicle Information;

Number of cars to be kept on _____
Car Registration Number _____
Make & Model _____
Car Registration Number _____
Make & Model _____

Pet Details;

How many pets do you have _____ Age of pets _____
Breed of pets _____
Registration No. _____ Pets Name/s _____
Have you attached the Pet application with your tenancy application? **Yes / No**
Have you attached a certificate of vaccination with your pet agreement? **Yes / No**

Emergency Contact Information;

Name _____
Phone No. _____
Relationship to you _____

Personal References;

Name _____ Phone No. _____
Name _____ Phone No. _____

Occupancy Details;

Total number of adult occupants to reside at property _____
Number and ages of all children _____
Total of all adults and children _____



Declaration

Please declare the following by selecting either True or False

I, the applicant

- Have never been evicted by an agent/lessor
- Have no financial reasons that would affect my ability to pay rent
- Have no outstanding debt with any agent or lessor
- Have never been refused a property by another agent/lessor
- Had my rental bond refunded in full in my previous rental property

True / False
True / False
True / False
True / False
True / False

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Please acknowledge the following by selecting either yes or no

I, the applicant;

1. Acknowledge that my personal contents insurance is my responsibility and will not be covered by the lessor/agent **Yes / No**
2. Understand that the agent may collect this information for the purpose of determining suitability for tenancy of the property – in particular my identification, my ability to care for the property, my character and my credit worthiness **Yes / No**
 - 2.1 for such purposes, I authorise you, the agent to contact persons named in this application, and to undertake enquiries and searches (including tenancy databases searches) as considered reasonably necessary **Yes / No**
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, referees named in this application and/or other relevant third parties and may obtain additional information **Yes / No**
3. acknowledge and accept that if this application is not successful, the agent is not legally obliged to provide reasons why **Yes / No**
4. understand and agree that should my tenancy be accepted (upon commencement of my tenancy agreement), there may be cause for the agent to pass on my details to other third parties which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases **Yes / No**
5. acknowledge that rental applications once submitted regardless of outcome, will not be returned to the client **Yes / No**

Note: Identification may be collected within 48hrs, otherwise all documents are shredded
6. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18A), the standard terms, and any special conditions before completing this application **Yes / No**
7. acknowledge that I have been made aware of the agent's privacy policy **Yes / No**
8. declare that the above information is true and correct and supplied at my own free will **Yes / No**
9. declare that I am not bankrupt or an undischarged bankrupt and the information provided by me is true and correct **Yes / No**
10. acknowledge that AAE Property Services, could receive a rebate or commission for service referral **Yes / No**

I, the applicant, have inspected the property (or have completed a "sight unseen declaration" attached with this application) and wish to apply for tenancy on the premises for a period of _____ months, at a rental of \$_____ per week, commencing from ____ / ____ / ____

Statement of costs to be paid upon approval of application;

Rental Bond (4 weeks rent) 4 x \$_____ = \$_____

First two weeks rent upfront 2 x \$_____ - \$_____

Total Required \$_____

_____/_____/_____
Applicants Full Name (please print) Signature Date

_____/_____/_____
Applicants Full Name (please print) Signature Date

Aaron Alexander Emery T/As AAE Property Services ABN 68 185475016

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