



You can submit your Application today by bringing it down to the Office at Shop 35/135 Shore Street West, Cleveland, by emailing it to lisa@redlandsrealty.com.au, or by faxing it to (07) 3286 0886

WHAT WE NEED FROM YOU

Please ensure you read the following information as it is very important!

- Before applying, Property MUST be Inspected by Applicant or someone on their behalf
- Your Application will not be accepted by our Office if it is incomplete, or there is not enough identification provided. We will contact you if necessary, if any other information is required
- Your application will take 2 – 4 days to process

100 points of Personal Identification Checklist

If you do not meet the 100 point criteria, your application CANNOT and WILL NOT be submitted/processed until you do.

Identification Worth 10 Points

- | | | | |
|------------------------|--------------------------|--------------------------------------|--------------------------|
| • Medicare Card | <input type="checkbox"/> | • Credit/Debit Cards | <input type="checkbox"/> |
| • Birth Certificate | <input type="checkbox"/> | • Motor Vehicle Registration Papers | <input type="checkbox"/> |
| • Marriage Certificate | <input type="checkbox"/> | • Australian Citizenship Certificate | <input type="checkbox"/> |

Identification Worth 30 Points

- | | | | |
|--|--------------------------|------------------------------|--------------------------|
| • Current Utility Account Statement – eg mobile/house phone, gas, electricity) | <input type="checkbox"/> | • Rates Notice – most recent | <input type="checkbox"/> |
|--|--------------------------|------------------------------|--------------------------|

Identification Worth 40 Points

- | | | | |
|-------------------|--------------------------|-------------------------------|--------------------------|
| • Drivers License | <input type="checkbox"/> | • 18+ Card or other Photo I.D | <input type="checkbox"/> |
| • Valid Passport | <input type="checkbox"/> | • Tenant Ledger | <input type="checkbox"/> |

Mandatory Requirements

If you fail to provide this information, your application CANNOT and WILL NOT be submitted/processed until you do. Mandatory Requirements are NOT COUNTED TOWARDS PERSONAL IDENTIFICATION POINT CRITERIA.

- **Your Most Recent Personal Bank Statement (Individual or Joint Accounts are fine)**
- **2 Most Recent Pay Slips (If you're Employed)**
- **Company Bank Statement, Group Certificate or Signed Accountants Letter (If you're Self-Employed)**
- **Centrelink Statement (If you're claiming, please include)**



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Privacy Disclosure Statement

Redlands Realty respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those principles regulate how we collect, store use and disclose personal information about you and other individuals.

Redlands Realty may disclose information about you to (this is including and not limited to) the owner/s of the property you have applied for, sales people, valuers, tradespeople, other agents, database operators, other Property Managers, insurance companies and Body Corporate Managers. You have the right to access your personal information that we hold about you.

Security Information

We will take all reasonable steps to ensure that the personal information we hold about you is not subject to loss, misuse or unauthorised access or alteration. We will also take reasonable steps to destroy or permanently delete personal information if it is no longer required.

Contact

If you have any requests, queries or comments which you would like to make, please do not hesitate to contact us on 07-3286 0888.

Privacy Consent

I/We the applicant/s currently residing at _____ have read and understood that I/We authorise Redlands Realty Pty Ltd to collect personal information about me/us including but not limited to previous landlords and/or letting agents, personal referees, current employers and other persons listed in the privacy statement. I/We also authorise Redlands Realty to disclose any defaults by me/us under the tenancy to which this application relates to any tenancy default database to which Redlands Realty subscribes.

I/We authorise Redlands Realty Pty Ltd to disclose the personal information collected to the owner of the property.

Name of Applicant 1: _____ Date: ___/___/___
Signature – Applicant 1: _____ Date: ___/___/___

Name of Applicant 2: _____ Date: ___/___/___
Signature – Applicant 2: _____ Date: ___/___/___

Redlands Realty Declaration

I, the Applicant, declare that the above information is true and correct and that I have supplied it of my own free will. I acknowledge that my Personal Contents Insurance is not covered under any Agent/Lessor Insurance Policies and understand that it is my responsibility to insure my own personal belongings. I understand that you as the Agent/Lessor have collected this information to the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons given in this application, and to undertake such 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 from, referees names in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is NOT legally obligated to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause of the Agent/Lessor to pass my details onto others which may include (but is not limited to) Insurance Companies, Body Corporate, Contractors, Other Real Estate Agents, Salespeople and Tenancy Default Databases.

I wish to undertake a tenancy period of _____ months, to commence on the _____ of _____, 20____ at a rental price of \$_____ per week. I understand that I am to pay a rental bond of 4 times the weekly rent and 2 weeks rent upfront before I take possession of the premises. If for any reason I withdraw the Application, the equivalent of 1 Weeks rent will be withheld to cover costs incurred by the Owner/Agent.

Signature – Applicant 1: _____ Date: ___/___/___

Signature – Applicant 2: _____ Date: ___/___/___



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Property Address - _____

Commencement Date - _____

Term of Lease required - _____

Rental Price per week - _____

APPLICANT 1

APPLICANTS PERSONAL DETAILS

Given Name/s: _____ Surname: _____

Current Address: _____

Home Phone: _____ Mobile: _____ Email: _____

Drivers License Number: _____ Passport Number: _____

Date of Birth: ___/___/___ Do you smoke? No Yes – Inside Outside

Do you have children? No Yes – Name/s & Age/s _____

Do you have pets? No Yes – Species, Name/s & Age/s _____

(This includes all snakes and other reptiles, marine life and birds)

CURRENT EMPLOYMENT STATUS

If You're Employed

Occupation: _____ Full time/Part time/Casual/Contract/Other _____

Name of Employer: _____ Employers Contact Number: _____

Address of Employer: _____

Net Weekly Income: \$_____ Length of Employment: _____

If You're Self Employed

Business Name: _____ ABN: _____ How long? _____

Address of Business: _____ Net Weekly Income: \$_____

Accountants Name: _____ Accountants Contact Number: _____

If You're Studying

Student ID Number: _____ University/TAFE/School/Other _____

Place of Study: _____ Overseas Students Visa Expiry Date: ___/___/___

If You Claim Centrelink Benefits – Please provide Statement as evidence



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Your Pension/s: _____

Net Weekly Income: \$_____

CURRENT & PREVIOUS TENANCY DETAILS

Your Current Property Address: _____

Time Period at Premises: ___ Years ___ Months Rental Paid per week: \$____.00

Property Manager & Agency: _____ Phone: _____ Fax: _____

Reason for leaving your current rental property _____

Your Previous Property Address: _____

Time Period at Premises: ___ Years ___ Months Rental Paid per week: \$____.00

Property Manager & Agency: _____ Phone: _____ Fax: _____

Reason for leaving your previous rental property _____

OTHER INFORMATION REQUIRED

Have you ever been known by another name? YES NO

What was your former name? _____

Have you ever been evicted by an Agent/Lessor? YES NO

If yes, why? _____

Are you in debt to another Agent/Lessor? YES NO

If yes, how much and why? _____

Are there any existing reasons that will affect your rental payments? YES NO

If yes, what and why? _____



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Rental Price per week - _____

APPLICANT 2

APPLICANTS PERSONAL DETAILS

Given Name/s: _____ Surname: _____

Current Address: _____

Home Phone: _____ Mobile: _____ Email: _____

Drivers License Number: _____ Passport Number: _____

Date of Birth: ___/___/___ Do you smoke? No Yes – Inside Outside

Do you have children? No Yes – Name/s & Age/s _____

Do you have pets? No Yes – Species, Name/s & Age/s _____

(This includes all snakes and other reptiles, marine life and birds)

CURRENT EMPLOYMENT STATUS

If You're Employed

Occupation: _____ Full time/Part time/Casual/Contract/Other _____

Name of Employer: _____ Employers Contact Number: _____

Address of Employer: _____

Net Weekly Income: \$ _____ Length of Employment: _____

If You're Self Employed

Business Name: _____ ABN: _____ How long? _____

Address of Business: _____ Net Weekly Income: \$ _____

Accountants Name: _____ Accountants Contact Number: _____

If You're Studying

Student ID Number: _____ University/TAFE/School/Other _____

Place of Study: _____ Overseas Students Visa Expiry Date: ___/___/___



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If You Claim Centrelink Benefits – Please provide Statement as evidence

Your Pension/s: _____

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Your Current Property Address: _____

Time Period at Premises: ___ Years ___ Months Rental Paid per week: \$____.00

Property Manager & Agency: _____ Phone: _____ Fax: _____

Reason for leaving your current rental property _____

Your Previous Property Address: _____

Time Period at Premises: ___ Years ___ Months Rental Paid per week: \$____.00

Property Manager & Agency: _____ Phone: _____ Fax: _____

Reason for leaving your previous rental property _____

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If yes, how much and why? _____

Are there any existing reasons that will affect your rental payments? YES NO

If yes, what and why? _____