



APPLICATION CHECKLIST

PROPERTY ADDRESS: _____

APPLICANTS: _____

DATE: _____

In order to process this application, all questions must be answered completely. The completion of this application is not an acceptance. **Failure to fully complete this application will result in the application not being processed.**

I/we, the said applicant/s, declare that all the information contained in this application is true and correct, and that the information has been provided of my/our own freewill. I/we further authorize the agent to contact any of the referees or references supplied by myself/us in the application for verification of the details provided.

I/we declare the following:

1. I/we have inspected the above property on the _____.
2. I/we wish to apply to rent the above property for a period of 6/12months commencing on the _____.
3. I/we agree that the rent is \$_____ per week/fortnight/month and that the rental bond is \$_____. My bond will be funded by –
 - My own resources ()
 - Bond loan () – State the name of the lender:

 - Other () – Please state details:

4. I/we the applicants declare that I/we are not bankrupt and that I/we have not entered into any scheme or arrangement for payment of monies to creditors. I/we declare that I/we are not paying off any previous rental debt.
5. I/we understand that if this application is approved, the two weeks rent will be paid into the nominated bank account of Yong Real Estate **within 24 hours**. I understand that this money will not be refunded should I decide not to proceed with the application.

6. I/we authorize the agent to access and check any information that maybe be listed on myself/us with the TICA default tenancy database and any other tenancy database that may be available.
7. I/we agree and understand that in the event of this application being declined there is no requirement by law for the agent to disclose to myself/us any reason for such unsuccessfulness.
8. I/we agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur at the end of the tenancy with TICA default tenancy databases and any other database, which may be available. I/we understand that in the event of default being reported to TICA default tenancy database, the removal of such information is subject to the guidelines of database companies.
9. I/we agree that in the interest of security and staff safety, Yong Property Management is a cashless business and we will require all initial bond monies to be paid in the form of an Australia Post Money Order or bank cheque. Subsequent rental payments can be made by Rental Rewards system, Australia Post Money Order (both Australia Post Money orders and bank cheque are to be brought into the office by the rent due date).
10. I/we agree that no keys for the property will be provided by the agent to myself/us until such time as all monies owed are paid in full in accordance with clauses and above.
11. I/we agree that I/we will abide by the policies of the office of the agent as may be provided to myself/us in relation to this tenancy.
12. I/we agree to allow the agent to photocopy the information supplied by myself/us for their records.
13. I/we agree that upon communication of acceptance of this application by the landlord or their agent that this tenancy shall be binding on both the landlord and the tenant. I/we further agree that I/we will sign the tenancy agreement, and be bound by the terms and conditions of the tenancy agreement.

Applicants Name:

Applicants Signature:

Witness:

Applicants Name:

Applicants Signature:

Witness:

APPLICANT ONE

PERSONAL DETAILS

FULL NAME – _____

Date of birth – _____

Drivers License number – _____

Passport number – _____

18+ Card number – _____

Work phone number – _____

Mobile phone number – _____

Email – _____

RESIDENTIAL HISTORY

Current address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

IF LESS THAN 3 YEARS–

1. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

2. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

APPLICANT TWO

PERSONAL DETAILS

FULL NAME – _____

Date of birth – _____

Drivers License number – _____

Passport number – _____

18+ Card number – _____

Work phone – _____

Mobile phone number – _____

Email – _____

RESIDENTIAL HISTORY

Current address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

IF LESS THAN 3 YEARS –

1. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

2. Previous address – _____

Name of agent or owner – _____

Phone number (business hours) – _____

Rent paid weekly – \$ _____

Reason for leaving – _____

Period of time at this address – _____

INCOME/EMPLOYMENT DETAILS –
(Note – A statement of income is required)

Occupation – _____

Employer – _____

Full/part time or casual – _____

Phone number (business hours) – _____

Name of contact person – _____

Gross income – _____ (weekly/fortnightly/monthly)

Period with current employer – _____

IF YOU ARE A STUDENT PLEASE COMPLETE THE FOLLOWING -

Name of Learning Institution – _____

Course you are studying – _____

STUDENT ID Number – _____

Income Source – _____

Gross weekly income – _____

IF YOU ARE ON CENTRELINK PAYMENT -

Type of Payment – _____

Centrelink Reference Number – _____

Total Centrelink Payment/Fortnight – _____

IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING -

Registered name of business – _____

Type of industry/business – _____

Business address – _____

ABN number – _____

Name of accountant – _____

Phone number (business hours) – _____

**NAME OF RELATIVES OR OTHER PERSONS TO CONTACT IN
CASE OF AN EMERGENCY AND REFEREE (CANNOT BE YONG
STAFF OR TO BE LIVING AT PROPERTY) -**

1. Name – _____

Address – _____

Phone number – _____

Relationship – _____

2. Name – _____

Address – _____

Phone number – _____

Relationship – _____

INCOME/EMPLOYMENT DETAILS –
(Note – A statement of income is required)

Occupation – _____

Employer – _____

Full/part time or casual – _____

Phone number (business hours) – _____

Name of contact person – _____

Gross income – _____ (weekly/fortnightly/monthly)

Period with current employer – _____

IF YOU ARE A STUDENT PLEASE COMPLETE THE FOLLOWING -

Name of Learning Institution – _____

Course you are studying – _____

STUDENT ID Number – _____

Income Source – _____

Gross weekly income – _____

IF YOU ARE ON CENTRELINK PAYMENT -

Type of Payment – _____

Centrelink Reference Number – _____

Total Centrelink Payment/Fortnight – _____

IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING -

Registered name of business – _____

Type of industry/business – _____

Business address – _____

ABN number – _____

Name of accountant – _____

Phone number (business hours) – _____

**NAME OF RELATIVES OR OTHER PERSONS TO CONTACT IN
CASE OF AN EMERGENCY AND REFEREE (CANNOT BE YONG
STAFF OR TO BE LIVING AT PROPERTY) -**

1. Name – _____

Address – _____

Phone number – _____

Relationship – _____

2. Name – _____

Address – _____

Phone number – _____

Relationship – _____

CHILDREN OR DEPENDENTS WISHING TO RESIDE AT PREMISES –

1. Name – _____ Date of birth – _____

2. Name – _____ Date of birth – _____

3. Name – _____ Date of birth – _____

4. Name – _____ Date of birth – _____

5. Name – _____ Date of birth – _____

PETS TO BE KEPT AT PROPERTY –

Type – _____ Period of ownership – _____

Registration no. with local authority (if applicable) – _____

Type – _____ Period of ownership – _____

Registration no. with local authority (if applicable) – _____

VEHICLES TO BE KEPT AT PROPERTY –

Type and model – _____ Registration no. – _____

Type and model – _____ Registration no. – _____

TENANCY HISTORY - Please circle the correct answer. If any question is answered "yes", please state the details –

1. Have you ever been evicted by any lessor or agent?

Yes/No _____ Details – _____

2. Are you in debt to another lessor or agent?

Yes/No _____ Details – _____


3. Is there any reason known to you that might affect your rental payments, now or in the future?

Yes/No _____ Details – _____






4. Was your rental bond at your last address refunded in full?

Yes/No _____ If no, what deductions were made?

FREE UTILITY CONNECTION SERVICE














MyConnect will contact you to connect your utilities for FREE

☒ **Yes, Please Contact Me**
☐ Interpreter required
☐ OR Tick here to opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

1300 854 478 enquiry@myconnect.com.au myconnect.com.au

Privacy Act Acknowledgement form for tenant applicants & approved Occupants

This form provides information about how we handle your personal information, as required by the National Privacy Principles in *Privacy Act 1988*, and seeks your consent to disclose to the TICA group of companies (TICA) in specific circumstances, Agents for rental history checks and Employers to confirm employment details.

Member Name: Yong Internationals Pty Ltd T/As Yong Real Estate
 Address: Shop 18/223 Calam Rd, Sunnybank Hills
 Phone: 07 3373 9888 Fax: 07 33739889
 Email: rentals@yong.com.au

Primary Purpose

- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents to confirm rental history
- Confirm Employment details

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Trade people to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies
- Debt Collection Agencies and affiliated industries
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Lessors / Owners insurer in the event of an insurance claim
- Future rental references to other asset managers / owners

Applicants Personal Information Consent – Applicant One

I , the applicant, give my consent for **YONG REAL ESTATE** to make enquiries to verify the information I have provided to the agent in this Tenancy Application with any relevant tenancy databases including databases of my previous letting agents.

Applicants Signature:

Date:

Applicants Personal Information Consent – Applicant Two

I , the applicant, give my consent for **YONG REAL ESTATE** to make enquiries to verify the information I have provided to the agent in this Tenancy Application with any relevant tenancy databases including databases of my previous letting agents.

Applicants Signature:

Date:

NOTICE TO ALL TENANCY APPLICANTS

100 POINTS OF IDENTIFICATION

Prior to any Tenancy Application being considered **each applicant** is required to produce sufficient identification which totals 100 points. Should you have any difficulties in providing this identification, please advise us prior to completing.

Proof of Income It is **COMPULSORY** to supply the agent/lessor with proof of your income upon submission of your application.

DRIVERS LICENCE	50 POINTS*
PASSPORT	50 POINTS*
PROOF OF AGE CARD	50 POINTS*
PREVIOUS TENANCY AGREEMENT	20 POINTS
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
PENSION CARD	15 POINTS
COUNCIL OR WATER RATES	15 POINTS
CENTRELINK HEALTH CARE CARD	15 POINTS
STUDENT IDENTIFICATION CARD	15 POINTS
MEDICARE CARD	15 POINTS
MEDIBANK PRIVATE CARD	10 POINTS
MBF CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS
AUSTRALIAN CITIZENSHIP CERTIFICATE	10 POINTS

Employed: Last THREE pay slips.
Self Employed: Bank Statements, Group Certificate, Tax Return or Accountant's letter.
Not Employed: Centrelink Statement.

PLEASE NOTE: you must include at least one of the items marked with (*) next to the points.



PET APPLICATION FORM

Property: _____

Applicants: _____

Date: _____

We request the landlord's permission to keep a pet, as detailed below, on the premises:

Animal: _____ **Breed:** _____

Size: _____ **Weight:** _____

Colour: _____ **Inside or Outside:** _____

Age: Baby / Teenager / Adult / Elderly (Please Circle)

Kept For: Pet / Security (Please Circle)

I/we agree to comply with the following strict conditions;

1. To keep the yard free from animal droppings.
2. That, upon vacating the rental premises I will arrange for the fumigation of the property both inside and outside at my own cost. This will be done by a professional pest control company and the receipt will be provided to the office upon handing the keys back.
3. We will not allow the animal inside the residence at any time.
4. We will repair any damage to the premises caused by the animal at our own expense.
5. Other than any pet listed above and approved by the owner, we will not keep any other animals of any kind on the rental premises, (even on a short-term or temporary basis), including dogs, cats, birds, reptiles, or any other animals).
6. We agree that this agreement is only for the specific pets described above and we will not harbor, substitute or "petsit" any other pet, and we will remove any of the above mentioned pet's offspring within 45 days of birth (should this occur).
7. We agree not to leave food for the pet outside the premises where it may attract other animals and/or insects (pests). Water bowls will be changed daily.
8. We agree to abide by all local, city or state laws, licensing and health requirements regarding pets, including vaccinations.
9. The pet shall not cause any sore of nuisance or disturbance to neighbor's. Noise, day or night must not disturb others. We agree to do whatever is necessary to keep our pet from making noise that would annoy others, and we will take steps to immediately rectify complaints made by neighbor's or other tenants.
10. We will restrain or remove the pet from the premises while routine inspections are carried out.
11. We shall accept responsibility for any animal we might bring or allow on the premises with or without the consent of the lessor/agent. We shall be solely responsible for any loss and damage or injury suffered by any person who is attacked by any such animal, but if any action is brought against lessor/agent by any person, despite us being responsible as aforesaid, we will indemnify and hold harmless the lessor/agent from any claim, action, suit or demand brought against lessor/agent by any person injured by such animal.

We understand that failure to comply with these terms shall give the owner the right to revoke the permission to keep the pet, and is also grounds for further action.

Tenants Name:	Tenants Name:	Tenants Name:	Tenants Name:
_____	_____	_____	_____
Tenants Signature:	Tenants Signature:	Tenants Signature:	Tenants Signature:
_____	_____	_____	_____
Date:	Date:	Date:	Date:
_____	_____	_____	_____