



Residential Tenancy Application

| | |
|------------|---|
| AGENT NAME | Department of Transport and Main Roads |
| ADDRESS | Floor 3 Carseldine GOP Building D GPO Box 1412 Brisbane Queensland 4001 |
| PHONE | 1800 424 132 |
| EMAIL | proplease@tmr.qld.gov.au |

Department of Transport and Main Roads welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application, to ensure it is processed promptly.

Please read prior to completing your application:

- One application to be completed per adult.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Proof of income is also required. Refer to list below.
- Department of Transport and Main Roads will make every effort to process your Application within 48 hours. If the application is approved, all approved leaseholders must sign the General Tenancy Agreement and you will be required to pay 2 weeks rent + 4 weeks bond.

| | | |
|--|---|----------------------------|
| Documents required for identification check: Submit one from each group A, B & C: | | Points per document |
| A. Photo ID: | <input type="checkbox"/> Passport <input type="checkbox"/> Aus. Drivers Licence (both sides) <input type="checkbox"/> Proof of Age | 50 |
| B. Other ID: | <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Pension Card/Medicare <input type="checkbox"/> Student Card | 30 |
| C. Documents on which your name and current address appear: | <input type="checkbox"/> Electricity Account | 20 |
| | <input type="checkbox"/> Phone Account <input type="checkbox"/> Rates Notice <input type="checkbox"/> Gas Account <input type="checkbox"/> Bank/Credit Card Statement | |
| TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS: | | 100 |

Documents required for proof of income: Submit one of the following:

- Last 2-3 payslips Employment contract Centrelink Statement Bank Statement
- Letter from accountant (if self-employed) ATO Notice of Assessment

Property address applying for: _____

Applicant's details Lease Holder Approved Occupant

Name in full: _____

Other name/s you have been known by: _____ Date of birth: _____

Drivers licence no: _____ Expiry: _____ Passport no: _____ Expiry: _____

Phone - Home: _____ Mobile: _____ Business: _____

Email: _____

What is your preferred move in date - _____

Occupancy details of persons to reside at property other than applicant, including dependants and other applicants

| Name | Date of Birth | Relationship |
|------|---------------|--------------|
| | | |
| | | |
| | | |

Emergency contact details of close friends/relatives who will not be residing with you (must be Aust. phone numbers)

| | |
|--|--|
| Name: | Name: |
| Address: | Address: |
| Relationship: | Relationship: |
| Home No: Mobile No: | Home No: Mobile No: |

Australian Citizen Yes No, attach copies of Passport and Visa

Visa Expiry Date:

Current Address

Address:

Rent per week: \$

Period of occupancy: Years..... Months.....

 Own home Rental Share Accommodation

Agent/Lessor:

Email:

Ph:

Reason for leaving:

Do you expect the Bond to be refunded in full? Yes No Why:**Previous Address**

Address:

Rent per week: \$

Period of occupancy: Years..... Months.....

 Own home Rental Share Accommodation

Agent/Lessor:

Email:

Ph:

Reason for leaving:

Employment

Current Employer:

Ph:

Job Title:

 Fulltime Part Time Casual Contract

Length of employment is: Years:.....Months:.....Pay day is.....of each week / fortnight / month

Payroll/Managers name:

Email:

If self-employed

Company Name:

trading as:

Address:

ABN:

Period self-employed - Years:..... Months Industry/nature of business:

Accountant Details:

Bus.Ph:

Creditor Referee:

Bus.Ph:

If student

Student ID#

Institution

Course

Duration

Income – must provide verification

| Source | \$ | gross per annum \$ | net weekly |
|--------------------------|----|--------------------|------------|
| Employment/Self employed | | | |
| Other source | | | |
| Centrelink | | | |
| TOTAL: | | | |

Pets No Yes

Pet 1

Pet 2

Type of Pet/s and breed

Name/s

Council pet is registered with

Council Registration Number

Smoker No Yes

Please Note: Smoking is prohibited inside the property.

Firearms No Yes

Please Note: Firearms and Weapons must be lawfully possessed and satisfy specific licensing, registration and storage provisions under the *Weapons Act 1990 & Weapon Regulations 2016*.

Vehicles to be kept at property

Registration No: _____ Make & Model: _____

Registration No: _____ Make & Model: _____

Please Note: unregistered vehicles are prohibited at the property.

Declarations – applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent? No Yes

Are you in debt to another lessor or agent? No Yes

Is there any reason known to you that would affect your ability to pay rent when due? No Yes

Was your bond at your last address refunded in full? No Yes

Was the property in a satisfactory condition when you inspected it? No Yes

Have you ever been bankrupt, or do you have an undischarged bankruptcy? No Yes

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records.

Rent Payments

The Department prefers automated Direct Debiting for rent, to reduce the risk of missed rent payments. Your bank may charge a fee if your account holds insufficient funds and the payment dishonours. You are also able to make manual payments by Direct Bank Transfer to the Department’s nominated bank account. You must ensure payments are made on or before the due date, to avoid a dishonoured notation on your ledger. Please advise which option you would prefer for your rent payments.

Direct Debit (preferred method) Direct Bank Transfer

I apply for tenancy at(address)

for a period of months, at a rent of \$.....per week commencing on ____/____/_____.

Pre-moving Costs – to be paid upon approval of application

| | | | | |
|-----------------------------------|--------|---|----|----------------|
| Rent – first 2 weeks rent | 2 x \$ | = | \$ | Payable to TMR |
| Bond – 4 times weekly rent | 4 x \$ | = | \$ | Payable to RTA |
| TOTAL PRE-MOVING IN COST | | | \$ | |

Applicant’s Checklist – before I submit this application, I have:

- Attached photocopies of documents to meet 100 or more points of ID which include required documents.
- Attached proof of income and/or savings.
- Completed the application form **fully**.
- Inspected the property both internally and externally.

APPLICANT’S SIGNATURE _____ **DATE** _____

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PRIVACY COLLECTION NOTICE

The Department of Transport and Main Roads (TMR) collects the information on this form to assess your suitability for the nominated rental property.

The information you provide in a reference may be disclosed to your nominated referee and if you are granted the tenancy, relevant information about you may be used by the TMR to contact you about matters relevant to the property. Your personal information may be disclosed to insurance companies, body corporates, contractors, and tradespersons (where property maintenance is required).

In the event of a default, TMR may use some of your information to access the services of the TICA Tenancy Database System (TICA). Where required, TICA may disclose that information to other subscribers and relevant third parties such as debt collection agencies.

Your personal information will not be disclosed to any other third party without consent unless required or authorised by law.

If you do not complete this form or do not wish to sign the declaration below, your application for tenancy cannot be considered, due to insufficient information to assess your suitability.

For more information on TMR's privacy practices, please refer to our privacy policy <https://www.tmr.qld.gov.au/help/privacy.aspx>

ACKNOWLEDGEMENT OF APPLICATION

I, the applicant:

1. acknowledge that I have read and understood the above privacy collection notice.
2. acknowledge that I have received the Information Statement (Form 17a) and body corporate by-laws (if applicable) before completing this application.
3. acknowledge that I have reviewed the General Tenancy Agreement (Form18a), the standard terms and any special terms (**Tenancy Agreement**) before completing this application.
4. acknowledge that, in the event my application is accepted, my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.
5. consent to the use of electronic communications in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001* (Qld) and the *Electronic Transactions Act 1999* (Cth) including receiving advice or notification by SMS;
6. understand that by applying, TMR or its bound agents may use the information collected about me to undertake investigations and searches (including tenancy database searches) as considered necessary: and
7. declare that the above information is true and correct and that I have supplied it of my own free will.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

| | |
|---------------------|--|
| Applicant Name | |
| Applicant Signature | |
| Time | |
| Date | |