



TENANCY APPLICATION FORM

Applicant #
..... Of

IMPORTANT: You Must Read This Information Prior To Completing Your Application Form. If Your Form Is Not Filled In Correctly It Will Not Be Processed And You May Miss Out On The Property.

1. One application must be filled in for each person wanting to reside in the property.
2. Applications that are not complete will not be processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. If you are successful you will be required to pay bond and 2 weeks rent in advance to secure the property. **CASH WILL NOT BE ACCEPTED.** All parties will be required to attend a sign-up appointment within 24-48 hours of acceptance. You can pay via money order or bank cheque. No personal cheques.

Your application must contain copies of proof of identification and proof of income. Outlined below are examples of suitable proof. If these are not present your application will not be processed.

1. Identification We require **100 points** of identification as per the options list below

- ✓ Drivers License, Passport, 18+ Card, Copy of Birth Certificate **50 points per item**
- ✓ Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account **25 points per item**

2. Proof of Income

We require a copy of any of the following:

- ✓ Your last 2 payslips
- ✓ Employment Contract
- ✓ Letter of Parental Support (if insufficient independent income)
- ✓ Bank statements showing regular lump sum deposits

❖ **Complete the attached form and don't forget to sign page 3 and the Direct Connect form if required...**

How Long Does It Take To Process An Application?

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours. Upon acceptance of your application you will be required to pay a minimum of 2 weeks rent to secure the property.



**20 Mayneview Street, Milton QLD 4066
PO BOX 1954, Toowong QLD 4066
Ph: 07 3368 2223 Fax: 07 3368 2265
Email: brisbane.reception@metropole.com.au**



Applicant #
..... of

TENANCY APPLICATION FORM

PROPERTY ADDRESS: _____

I have inspected the property listed above and wish to rent the property for a period of _____ months starting on _____, at a rental price of \$ _____ per week.

I will also be required to pay a minimum rental bond of 4 weeks rent.

APPLICANTS DETAILS

Full Name: _____ Date of Birth: _____

Home Phone: _____ Work: _____ Mobile: _____

Email Address: _____ Drivers License No: _____

Is someone else applying with you to rent this property: Yes / No

If Yes, please list name/s _____

Name & Age of children to reside at the property: _____

CURRENT ADDRESS

Property Address: _____

Name of Agent / Owner: _____ Phone: _____ Fax: _____

Period of Occupancy: _____ Reason for Leaving: _____ Rent Paid: \$ _____ / week

PREVIOUS ADDRESS

Property Address: _____

Name of Agent / Owner: _____ Phone: _____ Fax: _____

Period of Occupancy: _____ Reason for Leaving: _____ Rent Paid: \$ _____ / week

OCCUPATION

Occupation: _____ Name of Employer: _____

Work Address: _____ Work Phone: _____

Length of Time Employed: _____ Full Time/Part Time (Hours p/w): _____ Net Income (after Tax): _____ weekly

IF SELF EMPLOYED

Name of Business: _____ Industry: _____ Phone: _____

Business Address: _____ Net Income (after Tax): _____ weekly

IF STUDENT

University: _____ Name and Length of Course: _____

Are you receiving Government Assistance? Yes / No (please provide proof)

Are you receiving Parental/Guardian Assistance? Yes / No (please provide letter)

PETS

Will you have pets at the property? Yes / No If Yes, How Many: _____ Type: _____

Person to Contact in case of Emergency (Not Living with You)

Name: _____ Phone: _____ Relationship to you (eg: Mum, Brother) _____

RENTAL PAYMENT OPTIONS

Direct Deposit – See your Property Manager for details

Rental Rewards

RE Connect



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PRIVACY CONSENT

I/We the Applicant(s) declare that the above information is true and correct and that I/we have supplied it our own free will. I/we understand that the information has been collected by you as the letting agent, for the purpose of determining whether I/we am/are an appropriate tenant for the property. I/We authorise the Agent to contact persons named in the above application to confirm that information provided is correct. The Agent may also undertake any enquiries and searches on all persons named as intending to occupy property (including tenancy database searches) as considered reasonable and necessary. I/We agree that the Agent may make copies of all items supplied and keep them on file as part of this application. I/We accept that if we have provided any false information this application and any subsequent tenancy agreement I/we enter into with Metropole Property Management could be jeopardised. I/We the Applicant/s declare that I/we am/are not bankrupt and that the rental is with my/our means.

Applicant One's Name

Applicant One's Signature

Applicant Two's Name

Applicant Two's Signature

Applicant Three's Name

Applicant Three's Signature

OFFICE USE ONLY BELOW

**URGENT REQUEST
FOR RENTAL REFERENCE**

Metropole Property Management
20 Mayneview St, MILTON Q 4064
P 07 3368 2223
F 07 3368 2265

COMPANY:	COMPANY: Metropole Property Management
FAX:	FAX: 07 3368 2265
DATE:	NO. OF PAGES:

Our Agency has received an application for tenancy. The applicant/s has provided your details as a current or previous Lessor or Lessor/s Agent, and has authorised us to collect information about the tenancy from you / the Agency. A copy of the applicant's signed Privacy Consent is above.

At your earliest convenience, would you mind completing the Tenant History Questionnaire below?

Property Rented: _____

Tenant Name\: _____

Period of Tenancy? _____

Rent paid per week? _____

Was the tenant listed as a Lessee / Approved Occupant? Yes / No

Did the tenant ever receive notices for any reason? Yes / No

If yes, please provide details? _____

Were Routine Inspections carried out? Yes / No

Were the inspection reports satisfactory? Yes / No

Was the property presented neat, clean & well kept? Yes / No

Were pets kept on the premises? Yes / No

Was the tenancy terminated by your office? Yes / No

Was the tenant's Bond refunded in full? Yes / No

If not, please provide details? _____

Would you rent to the tenant again? Yes / No

Could you please attach a tenant ledger and fax back to 07 3368 2265