



www.mastersrealty.com.au

Masters Realty Sunnybank
Shop 37, Market Square Shopping Centre
Cnr McCullough St & Mains Rd
SUNNYBANK QLD 4109
Tel: 07 - 3345 8822
Fax: 07 - 3345 4265
Masters Realty Calamvale
Shop 3, Gowan Plaza
210 Cnr Kameruka St & Gowan Rd
CALAMVALE QLD 4116
Tel : 07 3711 7311
Fax: 3711 7388

APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY ADDRESS: \_\_\_\_\_

FIRST APPLICANT:

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers Licence Number: \_\_\_\_\_

Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mob: \_\_\_\_\_

Email address: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone \_\_\_\_\_

Period of occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Rent paid: \_\_\_\_\_ (week / fortnight)

Name of Agent / Lessor: \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Income : \_\_\_\_\_

Employer: \_\_\_\_\_ Period with current employer: \_\_\_\_\_

Employers' Address" \_\_\_\_\_ Phone: \_\_\_\_\_

If self employed, please provide the following:

Name of Business: \_\_\_\_\_ ACN : \_\_\_\_\_ Industry: \_\_\_\_\_

Address: \_\_\_\_\_ Self Employed period: \_\_\_\_\_

Accountant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Referees ( Do not Include Relatives)

Name & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Relatives or other persons to contact in case of emergency

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address : \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address : \_\_\_\_\_ Phone: \_\_\_\_\_

**SECOND APPLICANT:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers Licence Number: \_\_\_\_\_

Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mob: \_\_\_\_\_

Email address: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone \_\_\_\_\_

Period of occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Rent paid: \_\_\_\_\_ (week / fortnight)

Name of Agent / Lessor: \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Income : \_\_\_\_\_

Employer: \_\_\_\_\_ Period with current employer: \_\_\_\_\_

Employers' Address" \_\_\_\_\_ Phone: \_\_\_\_\_

If self employed, please provide the following:

Name of Business: \_\_\_\_\_ ACN : \_\_\_\_\_ Industry: \_\_\_\_\_

Address: \_\_\_\_\_ Self Employed period: \_\_\_\_\_

Accountant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Referees ( Do not Include Relatives)

Name & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Relatives or other persons to contact in case of emergency

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address : \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address : \_\_\_\_\_ Phone: \_\_\_\_\_

---

Total Number of vehicles to be kept at premises;

Car Registration No: \_\_\_\_\_ Model: \_\_\_\_\_

Owned or Hire Purchase / Company: \_\_\_\_\_

Car Registration No: \_\_\_\_\_ Model: \_\_\_\_\_

Owned or Hire Purchase / Company: \_\_\_\_\_

Full Names and ages of all other persons who will reside the property

\_\_\_\_\_

---

	<b><u>First Applicant</u></b>	<b><u>Second Applicant</u></b>
Have you been evicted by any Lessor or Agent?	Yes / No	Yes / No
Have you ever been refused another property by any Lessor or Agent?	Yes / No	Yes / No
Are you in debt to another Lessor/ Agent?	Yes / No	Yes / No
Is there any reason known to you that would affect your rent payment?	Yes / No	Yes / No
Was your rental bond at your last address refunded in full? If NO – What deductions were made?	Yes / No	Yes / No
Rent Arrears:	_____	_____
Repairs	_____	_____
Cleaning	_____	_____

PETS: List any Pets owned – State breed \_\_\_\_\_

Are the pets registered with Council?                      Yes/ No                      Which council? \_\_\_\_\_

1/ We agree to provide the following information to assist in the processing of this application and agree that the agent may photocopy any item and keep as part of this application:

- a) Photo Identification – Passport or Drivers Licence
- b) Minimum of two (2) references from previous Lessor / Agent
- c) Last three (3) rent receipts or copy or copy of tenant’s ledger
- d) Copy of previous accounts e.g. Phone, Utility
- e) Current of Motor Vehicle Registration papers
- f) Last three (3) pay slips or bank statement (if overseas students)

- 1) I/We acknowledge that we received from the Lessor or his agent Form 17A and Form 18A before signing this application.
- 2) I/We acknowledge that both the Lessor and I/We as tenant/s are bound by this application immediately on communication of the Agent’s acceptance of it.
- 3) Please note that it may take two to three working days to process the application. Sometimes it is unavoidable that we run into obstacles that will lengthen processing.
- 4) I/We the applicant/s declare that the above information is true and correct and that I/we have supplied it volunteering. 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.
- 5) I/We authorise you to verify the above information by contacting and checking the accuracy of the information with those persons named in this application and by undertaking such enquiries and searches (including tenancy database searches) as you consider reasonable necessary.
- 6) I/We acknowledge that any false information I/we provide in this application could jeopardise this application and any subsequent tenancy agreement I/we into on approval by the Lessor / Agent.
- 7) I/We acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
- 8) I/We the Applicant/s declare that I/we are not bankrupt and that rental is within my/our means.
- 9) I/We have inspected the premises and wish to take a tenancy for a period of \_\_\_\_\_ from \_\_\_\_\_ at a rental of \$ \_\_\_\_\_ per week. I/We also undertake to pay a Rental Bond of \$ \_\_\_\_\_ (equivalent 4 weeks rent) when I/we sign the Tenancy Agreement.

First Applicant Signature: \_\_\_\_\_

Contact No: \_\_\_\_\_

In presence of (signature) \_\_\_\_\_

Date: \_\_\_\_\_

Second Applicant Signature: \_\_\_\_\_

Contact No: \_\_\_\_\_

In presence of (signature) \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

PERSONAL REFERENCES CHECKED Yes / No Date: \_\_\_\_\_

PREVIOUS AGENT / LESSOR CHECKED Yes / No Date: \_\_\_\_\_

TENANCY DATABASE CHECKED Yes / No Date: \_\_\_\_\_

EMPLOYMENT CHECKED Yes / No Date: \_\_\_\_\_

LESSOR NOTIFIED Yes / No Date: \_\_\_\_\_

APPLICANT/S NOTIFIED – NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_



**FOR YOUR INFORMATION AND CONSENT  
TO THE APPLICANT FOR A PROPERTY MANAGED OR PROMOTED BY MASTERS REALTY PTY LTD**

**TENANCY PRIVACY STATEMENT**

As a professional property manager Masters Realty Pty Ltd collects personal information about you when you make application for a lease/tenancy of a premise. You can ask for access to the personal information that we have about you or view our "Office Privacy Policy" by contacting us via:

Telephone: 07 3345 8822  
Facsimile: 07 3345 4265  
Email: [sunnybank@mastersrealty.com.au](mailto:sunnybank@mastersrealty.com.au)  
In person: Shop 37, Cnr McCullough St & Mains Road, Sunnybank

If you feel any of the personal information our office holds on you is inaccurate, incomplete or out-of-date you have the option to correct the details.

**Primary Purpose**

As a professional property manager, we collect your personal information to assess the risk in providing you with a lease/tenancy of a premise you have made application for. If the risk is considered acceptable by the Lessor you will be provided with a lease/tenancy of the premise.

To carry out this process and during the term of your tenancy, your personal information which you have provided or referral information that you have given us permission to check may be disclosed to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee/insurers
- Referees you have nominated
- Organisations/Tradespeople required to carry out maintenance to the premise
- Rental Bond Authority
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd, Tenancy Information Centre Australia, Barclay MIS and other tenant databases
- Other Real Estate Agents and Landlords

**Secondary Purpose**

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy document for the premise
- Allow organisation/tradespeople to contact you in relation to maintenance matters relating to the premise
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Mercantile Agents/Lawyers (where default/enforcement action is required)
- Refer to Landlord's Insurers
- Report your conduct as a tenant on Tenant Databases (when appropriate)

If your personal information as requested is not provided to us and you do not give your consent to the uses as listed above to which we provide your personal information, we cannot properly assess the risk of you fulfilling your obligations & responsibilities as a tenant to our client, or carry out our duties as professional property managers, as a consequence, we may have difficulty providing you with a lease/tenancy of a premise.

Signed by the Applicant: .....  
(signature)

Printed Name: .....  
(printed name)

Date: .....

Witness: .....