



Residential Tenancy Application

We will endeavor to process this application immediately because we know that you will be waiting on an answer. It is imperative that you DO NOT make an application on a second property anywhere until you have an answer on this application.

With that in mind, it is our goal to obtain a definite answer for you between 48 and 72 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date. Please note that no applications will be processed on weekends.

Notification of the results

You will be notified of the result of your application immediately a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 week to maintain your privacy. All documentation collected for successful applicants will remain on file. **FINAL APPLICATION APPROVAL IS AT THE LESSOR'S DISCRETION AND NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS.**

Securing your Tenancy

Once the application has been approved, an appointment will be made for you to come into the office, within the first 48 hours of acceptance of your application. At this time you will be required to pay the bond which is equal to four (4) weeks rent to secure the property and to sign the lease documents. Please allow approximately 30 minutes for this appointment. This is important and must be completed prior to moving in. Please be aware, we DO NOT sign up tenants on Saturdays. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

The first two weeks rent can be paid at the time of securing the property or when you collect the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy. Bond transfers are NOT accepted. Payment of this money must be in cleared funds – Money Order or Bank Cheque only payable to Lime Real Estate.

No personal cheques can be accepted and **THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH.**

Keys

Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

Rent Payment

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. **Under no circumstances will cash or personal cheques be accepted for any payments.**

After this initial payment our preferred method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as Bpay and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property. As required by the Residential Tenancies and Rooming Accommodation Act 2008 the costs associated with Payment Gateway are as follows:

Bank Account	\$1.65
Credit Card	2.2%
BPAY (bank account)	\$3.00
Australia Post	\$3.00

Other payment options are bank cheque, money order or deduction from your pay or pension.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Thank you, Lime Real Estate

I have read the above information and agree to these terms if our application is accepted:

Signature: _____

Date / / _____

Signature: _____

Date / / _____

Lime Real Estate

PO Box 221
Cleveland QLD 4163
Suite 2, 20 Masthead Drive, Cleveland QLD 4163

T 07 3286 2250
F 3286 2250
E rentals@limerealestate.com
W limerealestate.com

Application for Residential Tenancy

(Two applicants per one application)

IMPORTANT: PLEASE ENSURE THIS APPLICATION IS COMPLETED CORRECTLY WITH YOUR 100 POINTS OF I.D ATTACHED AND THE PRIVACY STATEMENT SIGNED BEFORE SUBMISSION. FAILURE TO DO SO WILL PREVENT US PROCEEDING WITH YOUR APPLICATION.

Rental Property Details

Agent Details

Agency name: Lime Real Estate

Address: PO Box 221, Cleveland QLD 4163 (suite 2, 20 Masthead Drive, Cleveland QLD 4163)

Phone: (07) 3286 2250

Mobile: 0478 070 917

Fax: (07) 3286 2250

Email: rentals@limerealestate.com

Property Details

Property address:

Names of **ALL** occupants who will be residing at the property: (Please note: It is essential for any one over the age of 18 to be recorded on the lease)

Names and ages of ALL children who will be residing at the property:

Rent: \$

Bond: \$

Paying: (Please circle)

Weekly

Fortnightly

Monthly

Tenancy term:

Lease commencement date:

Lease end date:

Item 1

Applicant Details

Applicant 1: Contact Details

Full name:

Date of Birth:

Home phone:

Mobile:

Work phone:

Email:

Drivers licence number:

Drivers licence state:

Passport number:

Passport country:

Item 2

Smoking

Are you or any of the dependants living with you a smoker?

Yes/No

Item 3

Pets

Do you intend to keep pets at the property?

Yes/No

Number of pets:

Type/s of pets:

Are your pets registered with the council?

Yes/No

If yes, please state which council:

Item 4

Item 5

Application Residential History

Current residential address:			
Period of occupancy:			
Type of occupancy:	Rent	Owner	Other:
Current Agent/Lessor/Landlord:		Agent/Lessor/Landlord Phone:	
Current rent:\$	Weekly	Fortnightly	Monthly
Reason for leaving:			
Was bond repaid in full:			

Item 6

Previous Residential History

Previous residential address:			
Period of occupancy:			
Type of occupancy (Please circle):	Rent	Owner	Other:
Previous Agent/Lessor/Landlord:		Agent/Lessor/Landlord Phone:	
Previous rent:\$	Weekly	Fortnightly	Monthly
Reason for leaving:			
Was bond repaid in full:			

Item 7

Employment Details

Are you employed?	Yes/No (If no, please provide details of previous employer, if any)				
Employment Status	Full time	Part time	Casual	Contract	Self employed
Occupation:	Net income (Per week):				
Date commenced employment (approx.):	Date terminated employment (if any):				
Employer/Business name:					
Address:					
Phone:			Fax:		
Email:					
If self-employed, Accountants name:			Accountants contact number:		

Item 8

Centrelink Payments

Are you receiving regular Centrelink payments?	Yes/No
Description of payment(s)	
Total income (per week): \$	Dates payment(s) commenced :

Item 9

Additional Income

Are you receiving income from any other source(s)? (If yes, please specify):

Income from additional source(s) (per week):

Item 10

Student Details

Are you studying full time? Yes/No

Name of education institute you are currently attending:

Student identification number:

Are you an overseas student? Yes/No If yes, visa expiry date:

Item 11

Personal References

Referee 1: Relationship

Address: Phone/Mobile:

Referee 2: Relationship:

Address: Phone/Mobile:

Item 12

Personal Representative

Representative 1: Relationship

Address: Phone/Mobile:

Representative 2: Relationship

Address: Phone/Mobile:

Item 1

Applicant Details**Applicant 2: Contact Details**

Full name: Date of Birth:

Home phone: Mobile: Work phone:

Email:

Drivers licence number: Drivers licence state:

Passport number: Passport country:

Item 2

Smoking

Are you or any of the dependants living with you a smoker? Yes/No

Item 3

Pets

Do you intend to keep pets on the property?	Yes/No
Number of pets:	Type/s of pets:
Are your pets registered with the council?	Yes/No
If yes, please state which council:	

Item 4

Application Residential History

Current residential address:			
Period of occupancy:			
Type of occupancy:	Rent	Owner	Other:
Current Agent/Lessor (If renting):		Agent/Lessor Phone:	
Current rent:\$	Weekly	Fortnightly	Monthly
Reason for leaving:			
Was bond repaid in full:			

Item 5

Previous Residential History

Previous residential address:			
Period of occupancy:			
Type of occupancy (Please circle):	Rent	Owner	Other:
Previous Agent/Lessor/Landlord:		Agent/Lessor/Landlord Phone:	
Previous rent:\$	Weekly	Fortnightly	Monthly
Reason for leaving:			
Was bond repaid in full:			

Item 6

Employment Details

Are you employed?	Yes/No (If no, please provide details of previous employer, if any)				
Employment Status	Full time	Part time	Casual	Contract	Self employed
Occupation:			Net income (Per week):		
Date commenced employment (approx.):			Date terminated employment (if any):		
Employer/Business name:					
Address:					
Phone:			Fax:		
Email:					
If self-employed, Accountants name:			Accountants contact number:		

Item 7

Centrelink Payments

Are you receiving regular Centrelink payments?

Yes/No

Description of payment(s)

Total income (per week): \$

Dates payment(s) commenced :

Item 8

Additional Income

Are you receiving income from any other source(s)? (If yes, please specify):

Income from additional source(s) (per week):

Item 9

Student Details

Are you studying full time?

Yes/No

Name of education institute you are currently attending:

Student identification number:

Are you an overseas student?

Yes/No

If yes, visa expiry date:

Item 10

Personal References

Referee 1:

Relationship

Address:

Phone/Mobile:

Referee 2:

Relationship:

Address:

Phone/Mobile:

Item 11

Personal Representative

Representative 1:

Relationship

Address:

Phone/Mobile:

Representative 2:

Relationship

Address

Phone/Mobile:

Supporting Documents

Identification

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application. We do not take original documents.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of photo identification MUST be provided.

70 Points

Passport Full Birth certificate Citizenship certificate

40 Points

Australian driver's licence Student photo I.D State/Federal Government photo I.D
 Centrelink Card Proof of age card Drivers Licence

25 Points

Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy history ledger Bank statement Credit card statement
 Last four rent receipts Rent bond receipt Previous tenancy agreement

Proof of Income

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self-employed: Bank statements, group certificates, tax returns or accountants letter.

Not employed: Centrelink statement

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. My current and previous employers
4. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where Lime Real Estate Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Lime Real Estate Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Lime Real Estate Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Lime Real Estate Connect nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with Lime Real Estate Connect. I acknowledge that Lime Real Estate Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Lime Real Estate service; normal service provider fees or bonds may apply

_____	_____	_____
Applicant Name	Signature	Date
_____	_____	_____
Applicant Name	Signature	Date

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ _____ rent per week, or \$ _____ rent per calendar month

I have received and agree to the terms and conditions of the tenancy agreement.

I am aware that Lime Real Estate has a preferred method of payment for rent being the payment gateway system.

I acknowledge that this application is subject to approval of the property owner. I declare that all information contained in this application is correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

_____	_____	_____
Applicant Name	Signature	Date
_____	_____	_____
Applicant Name	Signature	Date