



## Application for Residential Tenancy

Submit via email to: [rentals@touchresidential.com.au](mailto:rentals@touchresidential.com.au)

OR

Submit via post to: PO Box 143, Aspley QLD

### Application Process

- Please complete **one full application form per adult** who will be living in the property. Please specify if you wish for every adult to be a leaseholder on the tenancy agreement, or if someone wishes to not have responsibility for the tenancy and simply be an approved occupant.
- Please provide photocopies / scanned copies of any documentation you wish to use to meet the required 100 points of identification plus proof of income, as per Part 3 Items 13 & 14 of this form, copied below for your benefit. You **MUST** provide at least one form of photo ID. **Please circle the relevant items that you are using to apply:**

**70 POINTS :** Passport    Full Birth Certificate    Citizenship Certificate

**40 POINTS :** Australian Drivers License    Student Photo ID    Department of Veteran Affairs Card    Centrelink card    Proof of Age Card    State/Federal Government ID

**25 POINTS :** Medicare card    Council Rates Notice    Vehicle Registration  
Telephone bill    Electricity bill    Gas bill    Bank Statement    Credit Card  
Statement    Tenancy Ledger OR Last 4 Rent Receipts    Previous Tenancy Agreement

**TOTAL POINTS:** \_\_\_\_\_

**INCOME:** Last Two Consecutive Payslips    and/or    Centrelink Statement  
If Self Employed: Bank Statements / Group Certificate / Accountants Letter

- Please ensure you have familiarised yourself with and agree to adhere to the General Tenancy Agreement Terms and Conditions and our Privacy Policy, available on our website for your perusal anytime.



## Agency Process

- If you are seeking crisis accommodation due to being homeless or escaping domestic violence, please visit this website for more information as we are not an emergency housing company:  
[www.qld.gov.au/housing/emergency-temporary-accommodation/](http://www.qld.gov.au/housing/emergency-temporary-accommodation/)
- If your application is incomplete, it will not be processed.
- We will endeavour to process your application within 2 business days of receipt of your application. It is a good idea to advise any of your references to expect contact from us; this may speed up the process of reference checks.
- As well as calling your personal and employment references, we will check your tenancy history with TICA. If you suspect you have a TICA listing with any of your previous tenancies, please discuss the circumstances with us. If you wish to contact TICA to discuss your history, their contact details are available on the following link:  
[www.tica.com.au/contact.php](http://www.tica.com.au/contact.php)
- The Lessor is not required to give a reason for their decision should they choose to decline your application. If you do not hear from our office within 3 business days of submitting your application, please consider your application unsuccessful. If unsuccessful, your application will be kept on file for a period of 28 days to comply with Privacy Legislation. Once 28 days has lapsed, your application will be securely destroyed.
- If your application is accepted, you will be required to pay a holding deposit to the value of one week's rent within 24 hours of acceptance notification. Please note, this is non-refundable. Should you fail to make payment, you have not secured the property and another application may be given the opportunity.
- At least 2 days prior to sign up, you will be required to pay your bond (to the value of 4 week's rent) and a second week's rent. If these payments are not received, we are unable to release the keys, but your responsibility to pay rent will commence as per the date originally agreed on.
- ALL payments must be made into our trust account. Details will be provided upon acceptance. We do not accept cash, cheque or eftpos under any circumstances.
- Please note, we do NOT accept bond transfers.
- ALL parties must be present at the sign up appointment. This appointment is made for a specific time and may take up to 45 minutes at an agreed location. If you delay your appointment to a different day, you will still be required to pay rent from this day.

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

### ITEM 1: AGENT DETAILS

AGENCY NAME:

Touch Residential Pty Ltd

ADDRESS: C/O: PO Box 143

SUBURB: Aspley

STATE: QLD POSTCODE: 4034

PHONE:

MOBILE:

FAX:

EMAIL:

0409 275 107 (M)

0432 036 835 (S)

shelley@touchresidential.com.au

### ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE: POSTCODE:

Rent: \$ \_\_\_\_\_ Rent period: weekly ← weekly / fortnightly / monthly Bond: \$ \_\_\_\_\_

Tenancy Term: 6 or 12mths  Fixed term agreement  Periodic agreement

Starting on:

Ending on:

## PART 2: APPLICANT DETAILS

### ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?  Yes  No

If Yes, what other name(s) have you been known by? \_\_\_\_\_

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: \_\_\_\_\_

State: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_

Registration number(s): \_\_\_\_\_

### ITEM 4: DEPENDANTS

Do you have any dependants?  Yes  No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

### ITEM 5: SMOKING

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

### ITEM 6: PETS

Do you intend to keep pets at the property?  Yes  No Number of pets: \_\_\_\_\_

Type of Pet/s: \_\_\_\_\_ Are your pets registered with a council?  Yes  No

If Yes, please state which council: \_\_\_\_\_

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**ITEM 7: APPLICANTS ADDRESS HISTORY**

CURRENT RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  
 Rent  Owner  Other: → \_\_\_\_\_

CURRENT AGENT/LESSOR (If renting): \_\_\_\_\_

AGENT/LESSOR PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

PREVIOUS RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  
 Rent  Owner  Other: → \_\_\_\_\_

PREVIOUS AGENT/LESSOR: \_\_\_\_\_

AGENT/LESSOR PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PREVIOUS RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

**ITEM 8: 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: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF SELF EMPLOYED, ACCOUNTANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ITEM 9: CENTRELINK PAYMENTS**

Are you receiving any regular Centrelink payments?  Yes  No

DESCRIPTION OF PAYMENT(S): \_\_\_\_\_

TOTAL INCOME (PER WEEK): \$ \_\_\_\_\_ DATE PAYMENTS COMMENCED: \_\_\_\_\_

**ITEM 10: STUDENT DETAILS**

Are you studying full time?  Yes  No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: \_\_\_\_\_ STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

Are you an overseas student?  Yes  No If yes, Visa expiry date: \_\_\_\_\_

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**ITEM 11: PERSONAL REFERENCES**

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____
REFEREE 2:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____

**ITEM 12: PERSONAL REPRESENTATIVE**

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____
REPRESENTATIVE 2:	RELATIONSHIP:
_____	_____
ADDRESS: _____	PHONE/MOBILE: _____
SUBURB: _____ STATE: _____ POSTCODE: _____	_____

**PART 3: SUPPORTING DOCUMENTS****ITEM 13: 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.

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 ID  Department of Veterans Affairs card  
 Centrelink card  Proof of age card  State/Federal Government Photo ID

**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

**ITEM 14: 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 Certificate, Tax Return or Accountant's letter.  
**Not employed:** Centrelink statement.

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## PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor  True  False
2. Have no known reasons that would affect my ability to pay rent  True  False
3. Was refunded the rental bond for my last address in full (if applicable)  True  False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor?  True  False

If false, why are you in debt to your past Agent/Lessor?

## PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

TICA

## PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that 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.  Yes  No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.  Yes  No
  - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.  Yes  No
  - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.  Yes  No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why.  Yes  No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.  Yes  No
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application.  Yes  No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.  Yes  No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent.  Yes  No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application.  Yes  No
9. Consent to the use of email and facsimile 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)*.  Yes  No
10. Declare that the above information is true & correct and that I have supplied it of my own free will.  Yes  No

Name of Applicant: \_\_\_\_\_

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

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## Privacy Disclosure Statement

We are an independently owned and operated business. We are bound by the National Privacy Principles.

To assess your application for residential tenancy in a property managed by Touch Residential Pty Ltd, we will request information about you from your current and previous rental agent/agents, your current and previous employer/employers and your personal references, TICA - Australia's largest tenancy default database, and any other reference provided with your application. Your consent for us to contact these entities and collect this information is set out below.

## Collection Notice

- Personal information collected from the aforementioned stakeholders is necessary for Touch Residential Pty Ltd to verify your identity and to evaluate the suitability of your application on behalf of the Lessor. We may disclose the information collected to the Lessor/s of the property/properties you are applying for. If this application is successful, we may disclose your details to service providers relevant to the tenancy including maintenance contractors, landlords' insurers and any other third party operators.
- You have the right to request and be granted access to and update (if required) any personal information held about you by contacting Touch Residential Pty Ltd.
- If you do not sign the consent below, your application may not be considered / may be declined. If unsuccessful, we will hold your application for 28 days only before securely destroying it.

## Tenant Consent

I, the applicant, acknowledge that I have read the Touch Residential Pty Ltd Privacy Disclosure Statement. I authorise Touch Residential Pty Ltd to collect information about me from:

- > My previous letting agent/s and/or landlord/s
- > My personal references
- > TICA
- > Any other reference included in this application

I authorise Touch Residential Pty Ltd to disclose the personal information it collects about me to the owner of the property and any other third party operators.

**NAME:**

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_



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

**TENANT NAME/S:** \_\_\_\_\_

**PET 1: Type of Pet including breed:**

**Name and Age:**

**Size and Colour:**

**Please circle:      MALE      FEMALE**  
**Desexed?          YES          NO**

**Emergency Pet Carer**

**NAME:**

**Emergency Pet Carer**

**PHONE:**

**PET 2: Type of Pet including breed:**

**Name and Age:**

**Size and Colour:**

**Please circle:      MALE      FEMALE**  
**Desexed?          YES          NO**

**Emergency Pet Carer**

**NAME:**

**Emergency Pet Carer**

**PHONE:**

If you have more than two pets, please print an additional Pet Application and Agreement form.

If you wish to supply any additional information e.g. pet references, registration numbers etc for us to give the landlord more confidence to approve your pet, please do so here:

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## Terms and Conditions

The tenant acknowledges that the owner's approval of this pet application is conditional upon the tenant complying with the following terms and conditions, in addition to the relevant elements of the tenancy agreement:

1. The Lessor has the agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s, and regardless of the approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor/Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement Section of this application.

## Acknowledgement

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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



## Request to Sign Tenancy Agreement for Unseen Property

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

**TENANT NAME:** \_\_\_\_\_

I/we have submitted application(s) for Tenancy at the above property. If approved as Tenant(s), I/we request to sign a General Tenancy Agreement prior to inspecting the Property personally and confirm the following:

1. I/we have not personally inspected the property my/our application for tenancy relates to. I/we understand the agent's recommendation is to inspect the property prior to submitting an application for tenancy
2. I/we request the agent to process the application(s) for tenancy and if approved to forward the general tenancy agreement for my/our completion with signature(s) date.
3. I/we acknowledge and understand that by signing the General Tenancy agreement I/we are entering into a binding Tenancy Agreement
4. I/we have viewed details and photos of the Property advertised by the agent and understand it cannot equal representation of the property as an inspection on site by my/ourselves would.
5. I/we have conducted research about the property, comparable rentals and location and are satisfied with results sources via resources eg google maps, street directory, rental property comparisons via other Real estate agents and [www.realestate.com.au](http://www.realestate.com.au)
6. I/we understand that after signing the General Tenancy agreement, I/we change my/our mind to proceed with the tenancy and I/we elect to break the Tenancy agreement, I/we am/are obligated to all terms of the General Tenancy agreement including rent until another approved tenant commenced a tenancy for the same terms of the tenancy broken (NB: Refer to copy of the General Tenancy agreement standard terms and special terms).

### Acknowledgement

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_