



# TENANCY APPLICATION FORM

PLEASE SUBMIT YOUR APPLICATION TO:  
rentals@xceptionpm.com.au

## COMPULSORY ID CHECKLIST

Please use the checklist to ensure you have included all of the following in your application.

|                       |                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|
| PHOTO IDENTIFICATION: | Provide a copy of your Driver's Licence, Passport or 18+ Card                                                      |
| PROOF OF ADDRESS:     | Provide a copy of either a current Lease Agreement, Bond Receipt, Reference, Sales Contractor Council Rates Notice |
| PROOF OF INCOME:      | Provide a copy of either your Employment Agreement, 2 most recent Pay slips                                        |
| A CURRENT BILL:       | Provide copies of either your Vehicle Registration, Phone/Mobile or Electricity/ Gas Tax invoice                   |
| BANK STATEMENT:       | Provide a copy of your latest bank statement                                                                       |
| OTHER                 | Birth Certificate, Other Photo ID, Medicare Card, Bank Card                                                        |

### Application Checklist: before i submit this application I have attached

- ☐ I attended an open for inspection for this property
- ☐ The application is completed in detail
- ☐ 100 points of identification are attached
- ☐ All contact details are correct
- ☐ Evidence of income is attached
- ☐ The Privacy Disclosure Statement and Privacy Consent is signed

## APPLICATION PROCESSING TIME FRAME

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your contacts.

### Un-Successful Applications

If your Application is not accepted by the Lessor, it will be retained for seven (7) days and then destroyed securely to comply with Privacy Legislation. The Lessor is not required to provide a reason.

### Successful Applications

If the Property Owner approves your Application, our Property Manager will phone you to arrange an appointment for all Applicants to sign the paperwork. At this time, you will be supplied with:

- ☐ The Form 17A (Information Statement) and;
  - ☐ The Form 18A (Lease Agreement)
- We will require two (2) weeks RENT OR four (4) weeks rent to be deposited to BOND to be deposited into the
- ☐ Xception Property Pty Ltd Trust Account to secure the property. This procedure must be done within 24-48 hours of you receiving approval and or signing the documents.

*Remember it is your responsibility to ensure the connection of all services to the property including electricity, gas & telephone. And don't forget, land-lords insurance does not cover your personal possessions – we recommend arranging Contents Insurance through a reputable provider to ensure you belongings are covered.*

*We thank you for the opportunity to assist you. Please do not hesitate to contact us should you have any questions.*

**IF WE DO NOT HAVE ALL OF THE ABOVE WE ARE UNABLE TO PROCESS YOUR APPLICATION**



# PRIVACY CONSENT

PLEASE COMPLETE IN BLOCK LETTERS

ONE STATEMENT TO BE COMPLETED PER PERSON

## NOTICE OF COLLECTION OF PERSONAL INFORMATION

We are an independently owned and operated business. We are bound by the Australian 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 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 the landlord'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 Licensee. If the information described in the tenancy application is not provided, we may refuse to accept and process this application.

## PRIVACY DISCLOSURE STATEMENT FOR TENANT RELATED DATABASES

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

## CONSENT TO RECEIVE ELECTRONIC COMMUNICATION

The Electronic Transactions Act (Qld) 2001 (S11 & 12) requires a person/s to provide consent if they agree to receive information via electronic communication (email or fax). By signing this document, you consent to the use of electronic communication as per the email and / or fax number provided as part of this application as a method of communication with Xception Property Pty Ltd.

## PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Notice of Collection of Personal Information and the Privacy Disclosure Statement of Xception Property Pty Ltd. I 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. I authorise Xception Property Pty Ltd to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Xception Property Pty Ltd 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 authorise Xception Property Pty Ltd to disclose the personal information it collects 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, body corporates, other agents and tenancy default databases. I acknowledge and accept that if this application is denied, the Xception Real Estate Pty Ltd is not obliged to provide reasons as to why.

**Applicant's name** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature** : \_\_\_\_\_

We look forward to being able to assist in finding you your new home. It is imperative that the required checklist is followed and the application form is fully completed so we can process it as quickly as possible. All information and paperwork must be current.

**ALL PERSONS OVER THE AGE OF 18 MUST EACH COMPLETE AN INDIVIDUAL APPLICATION FORM.**



# TENANT'S CONFIRMATION

## RECEIPT OF GENERAL TENANCY AGREEMENT

Residential Tenancies and Rooming Accommodation Act 2008 - Section 58

### 1. Agent

Name : XCEPTION PROPERTY PTY LTD  
Address : PO BOX 3657 REDHILL ROCKHAMPTON QLD 4701  
Phone : 0422 321 801  
Email : rentals@xceptionpm.com.au Fax : Mobile : 0422 321 801  
This notice is issued by : XCEPTION PROPERTY

### 2. PROSPECTIVE TENANT/S

Name :  
Address :  
Phone : Fax : Mobile :  
Email :

### 3. PROPERTY

Address :

### 4. TENANT'S CONFIRMATION

I/We (the Prospective Tenant/s) confirm that I/We received a General Tenancy Agreement (Form 18a) including Standard Terms and any Special Terms prior to:

- ☐ providing any document to the Agent committing me/us to entering into a tenancy for the Property; or  
☐ paying any amount in relation to a tenancy for the Property; or  
☐ entering into a tenancy agreement for the Property

### 5. SIGNATURES

| Signatures | Print Name | Date        |
|------------|------------|-------------|
| 1) .....   | .....      | .../.../... |
| 2) .....   | .....      | .../.../... |
| 3) .....   | .....      | .../.../... |
| 4) .....   | .....      | .../.../... |



# TENANCY APPLICATION FORM

ALL PERSONS OVER THE AGE OF 18 MUST COMPLETE A SEPARATE APPLICATION FORM, IF WE DO NOT HAVE ALL DOCUMENTATION SUBMITTED WE ARE UNABLE TO PROCESS YOUR APPLICATION. PLEASE ENSURE TO SUPPLY AS MUCH INFORMATION AS POSSIBLE SUBMIT APPLICATION TO: [rentals@xceptionpm.com.au](mailto:rentals@xceptionpm.com.au)

## PROPERTY DETAILS:

ADDRESS OF PROPERTY APPLYING FOR:

I WOULD LIKE TO START THE LEASE ON THE:

/

/

FOR

6 MONTHS

12 MONTHS

PERIODIC

OTHER

RENT PAYABLE PER WEEK

\$

BOND PAYABLE

\$

## APPLICANT DETAILS

GIVEN NAMES:

SURNAME:

DATE OF BIRTH:

/

/

PLACE OF BIRTH:

CURRENT HOME ADDRESS:

HOME PH:

MOBILE PHONE:

EMAIL ADDRESS:

DRIVERS LICENCE NUMBER:

STATE:

PASSPORT NUMBER:

PASSPORT COUNTRY:

## OTHER OCCUPANTS

| NAME | CURRENT ADDRESS | AGE | RELATIONSHIP TO APPLICANT |
|------|-----------------|-----|---------------------------|
|      |                 |     |                           |
|      |                 |     |                           |
|      |                 |     |                           |
|      |                 |     |                           |
|      |                 |     |                           |
|      |                 |     |                           |

## PETS DETAILS

| DESCRIPTION | BREED | COUNCIL REG |
|-------------|-------|-------------|
|             |       |             |
|             |       |             |
|             |       |             |

## NUMBER OF VEHICLES

| MAKE/MODEL | COLOUR | REGO |
|------------|--------|------|
|            |        |      |
|            |        |      |
|            |        |      |



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## CURRENT RENTAL DETAILS

|                                 |          |                                               |      |
|---------------------------------|----------|-----------------------------------------------|------|
| I CURRENTLY LIVE AT:            |          |                                               |      |
| I PAY: \$                       | PER WEEK | I HAVE LIVED THERE FOR ____ YEARS ____ MONTHS |      |
| AGENT/LANDLORD:                 |          |                                               |      |
| AGENT/LANDLORD CONTACT DETAILS: |          | MOBILE/EMAIL/PHONE:                           |      |
| REASON FOR LEAVING:             |          |                                               |      |
| WILL YOU GET A FULL BOND REFUND | YES      | NO                                            | WHY? |

## PREVIOUS RENTAL DETAILS

|                                 |          |                                          |      |
|---------------------------------|----------|------------------------------------------|------|
| I PREVIOUSLY LIVED AT:          |          |                                          |      |
| I PAID: \$                      | PER WEEK | I LIVED THERE FOR ____ YEARS ____ MONTHS |      |
| AGENT/LANDLORD NAME:            |          |                                          |      |
| AGENT LANDLORD CONTACT DETAILS: |          | MOBILE/EMAIL/PHONE:                      |      |
| REASON FOR LEAVING:             |          |                                          |      |
| DID YOU GET A FULL BOND REFUND: | YES      | NO                                       | WHY? |

## EMPLOYMENT DETAILS

|                             |          |                |        |
|-----------------------------|----------|----------------|--------|
| OCCUPATION:                 |          |                |        |
| STATUS:                     | FULLTIME | PART TIME      | CASUAL |
| DATE COMMENCED:             |          | YOUR POSITION: |        |
| PERIOD OF EMPLOYMENT:       |          | WEEKLY INCOME: |        |
| CURRENT EMPLOYER:           |          |                |        |
| SUPERVISORS NAME:           |          |                |        |
| SUPERVISOR CONTACT DETAILS: | MOBILE:  | WORK PHONE:    |        |

## IF SELF EMPLOYED

|                                       |        |                |  |
|---------------------------------------|--------|----------------|--|
| OCCUPATION:                           |        |                |  |
| NAME OF BUSINESS:                     |        | ABN/ACN:       |  |
| ADDRESS:                              |        |                |  |
| HOW LONG HAVE YOU BEEN SELF EMPLOYED: |        | ANNUAL INCOME: |  |
| ACCOUNTANT NAME                       |        |                |  |
| ACCOUNTANT BUSINESS NAME:             |        | WORK PH:       |  |
| MOBILE:                               | EMAIL: |                |  |



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| STUDENT OR UNEMPLOYED DETAILS                             |     |                                                                                                                      |                   |
|-----------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------|-------------------|
| PLACE OF STUDY:                                           |     |                                                                                                                      | ENROLEMENT #      |
| OVERSEAS STUDENT:                                         | YES | NO                                                                                                                   | VISA EXPIRY DATE: |
| CHOOSE INCOME SOURCE AND SUPPLY EVIDENCE WITH APPLICATION |     | PARENT/GUARDIAN<br>CENTERLINK DOCUMENTATION<br>AUSTUDY DOCUMENT<br>BANK STATEMENTS<br>OTHER (PROVIDE EVIDENCE) _____ |                   |

| REFERENCES: (NOT RELATIVES) |                   |                |
|-----------------------------|-------------------|----------------|
| NAME                        | PERSONAL/BUSINESS | CONTACT NUMBER |
|                             |                   |                |
|                             |                   |                |
|                             |                   |                |

| EMERGENCY CONTACTS: RELATIVES NOT LIVING WITH YOU |                  |
|---------------------------------------------------|------------------|
| NAME:                                             | NAME:            |
| ADDRESS:                                          | ADDRESS:         |
| RELATIONSHIP:                                     | RELATIONSHIP:    |
| CONTACT DETAILS:                                  | CONTACT DETAILS: |

| CONFIRMATION OF RENTAL HISTORY: ANSWER YES OR NO                            |       |
|-----------------------------------------------------------------------------|-------|
| HAVE YOU EVER BEEN EVICTED BY AN AGENT OR LESSOR?                           | Y / N |
| HAVE YOU EVER BEEN REFUSED A PROPERTY BY AN AGENT OR LESSOR?                | Y / N |
| IS THERE ANY KNOWN REASON TO YOU THAT WOULD AFFECT YOUR RENTAL PAYMENTS?    | Y / N |
| IF YES, PLEASE EXPLAIN:                                                     |       |
| IS THERE AN OUTSTANDING DEBT WITH AN AGENT OR LESSOR?                       | Y / N |
| IF YES PLEASE EXPLAIN WHY THERE IS A DEBT AND IF YOU ARE ON A PAYMENT PLAN. |       |

| PAYMENT DETAILS                                     |             |
|-----------------------------------------------------|-------------|
| PROPERTY RENTAL AMOUNT:                             | \$ PER WEEK |
| BOND (4 WEEKS)                                      | \$          |
| TOTAL AMOUNT PAYABLE ON SIGNING THE LEASE AGREEMENT | \$          |



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## DECLARATION

**I THE APPLICANT, declare that the above information is true and correct and that I have supplied it of my own free will:**

1. I hereby authorise Xception Property Pty Ltd, as the letting agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information.
2. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.
3. I authorise Xception Property Pty Ltd to give information to the lessor of the property, credit providers, tenant default agencies and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.
4. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me.
5. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
6. I, the Applicant, declare that I am not bankrupt and that the rental is within my means.
7. I have inspected the premises and wish to take a tenancy
8. I understand that if I am successful in this application and I sign the Form 18 – General Tenancy Agreement, that I am responsible for pre-moving costs including Rent – 2 weeks; Bond – 4 weeks rent, unless otherwise specified.
9. In the event that the application is successful and acceptance is communicated, all documents are signed, but I decide not to proceed, I agree that this tenancy shall be binding and normal vacating/lease break situation will take place.
10. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and / or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me.
11. I understand this Agent is a member of Trading Reference Australia and Tenancy Information Australia and will be conducting a reference check. I also authorise this Agent to provide any information to TRA and TICA and for the purpose of verification of my identity or listing. I also know that if I am listed as a defaulter, this Agent/Landlord has the authority to reject my application. I also recognise that if I default, I will be listed.

I declare that the above information is true & correct to the best of my knowledge & agree that the agent may conduct independent evaluation checks & use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owners' approval.

**Applicant's Signature** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Name (printed)** : \_\_\_\_\_



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

TENANT NAME \_\_\_\_\_

**RESIDENTIAL**

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. Please note: This form is not relevant for Guide, Hearing and Assistance Dogs. If unsure please contact our Agency prior to completing this Pet Application form.

**PET DETAILS**

If more than 2 pets, print and complete a separate Pet Agreement form.

| ITEM           | PET 1                    | PET 2                    |
|----------------|--------------------------|--------------------------|
| TYPE OF PET/S  |                          |                          |
| BREED          |                          |                          |
| NAME/S         |                          |                          |
| AGE            |                          |                          |
| DESEXED        | YES / NO                 | YES / NO                 |
| COUNCIL REG #  |                          |                          |
| DESCRIPTION    |                          |                          |
| COLOUR         |                          |                          |
| PHOTO PROVIDED | YES (copy for file) / NO | YES (copy for file) / NO |

**EMERGENCY PET CARER**

The Tenant provides the following information for use in the case of an emergency.

Name  
\_\_\_\_\_Address  
\_\_\_\_\_Phone Number  
\_\_\_\_\_Work Number  
\_\_\_\_\_Mobile Number  
\_\_\_\_\_**VETERINARIAN**

The Tenant provides the following information for use in the case of an emergency.

Name  
\_\_\_\_\_Address  
\_\_\_\_\_Phone Number  
\_\_\_\_\_Fax Number  
\_\_\_\_\_After Hours Number  
\_\_\_\_\_

## TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has 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 result of actions by their pet/s or their guests pet/s, and regardless of their 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.

## ACKNOWLEDGEMENT BY APPLICANT

**Applicant Name**

**Signature**

**Date**

**Applicant Name**

**Signature**

**Date**