

Application Form



Address of Property		Manager's Office	07 3348 2310
Managed By	Matthew Hogg - Matthew Hogg Property	Manager's Mobile	0467 736 189
Manager's Email	matt@mhproperty.com.au		

Documents Accepted for Identification Check	Points per Document	
<input type="checkbox"/> Passport / Birth Certificate	70	
<input type="checkbox"/> Drivers License / Proof of Age Card	40	
<input type="checkbox"/> Other Government Proof of Age Card	40	
<input type="checkbox"/> e.g. Student Card, Pension Card	25	
<input type="checkbox"/> 2 Recent Rent Receipts / Tenant Ledger	25	
Documents on which your name and current address appear		
<input type="checkbox"/> Car Registration Certificate	<input type="checkbox"/> Rates Notice	
<input type="checkbox"/> Electricity Account	<input type="checkbox"/> Bank Statement	25
<input type="checkbox"/> Telephone Account	<input type="checkbox"/> Gas Account	

Total Points Achieved with Attached Documents (must be at least 100):

Documents Accepted for Proof of Income

- Last 2 Payslips Employment Contract
 Letter from Accountant (if self employed) Bank Statements

If the application is successful, you will be required to pay six weeks rent (2 weeks rent + 4 weeks bond) within 48 hours and sign the General Tenancy Agreement by all approved leaseholders.

APPLICANT CHECKLIST - Before submitting this application, I have:

- Attached photocopies to meet 100 points of ID
 Inspected the Property both internally and externally
 Completed the application form fully, including the Privacy Disclosure Statement, Privacy Consent and marketing consent
 Attached proof of income and/or savings
 Completed the pet application and agreement form if pets are to reside at the property

GENERAL DETAILS:

Applicants Name(s)

Telephone

Email

OCCUPANCY DETAILS of other people other than the applicant(s), include dependants.

Full Name	Date of Birth	Relationship

EMERGENCY CONTACT DETAILS

Name:

Email:

Address:

Relationship:

Telephone:

VEHICLES KEPT AT PROPERTY

Registration Number:

Make/Model:

Registration Number:

Make/Model:

PETS

No

Yes, Type of Pet:



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APPLICANT 1 DETAILS

Name in full: _____

Other name(s) known by: _____

Date of Birth: _____ Place of Birth: _____

Drivers Lic. No.: _____ Expiry: _____

Passport No.: _____ Expiry: _____

Home Tel.: _____ Mobile: _____

Work Tel.: _____ Email: _____

AUSTRALIAN CITIZEN

Yes No Visa Expiry Date: _____
Attach copies of Passport and Visa

CURRENT ADDRESS

Renting Owned Sharing (not on a lease) Other

Address in full: _____

Rent weekly: _____ Period of Occupancy: _____

Agent/Landlord: _____ Email: _____ Telephone: _____

Reason for leaving: _____

Was the bond refunded in full Yes No, why: _____

EMPLOYMENT

Current Employer Business Name: _____

Your Position: _____

Full Time Part Time Casual Contract

Length of Employment: _____

Pay Day Is: Weekly Fortnightly Monthly

Manager's Name: _____

Email: _____ Telephone: _____

INCOME (evidence must be provided)

Employment:	\$	Gross Per Annum
Self Employment (attach accountant letter):	\$	Gross Per Annum
Other Sources:	\$	Gross Per Annum
TOTAL:	\$	Gross Per Annum

If Student or Unemployed

Student ID Number: _____ Institution: _____

Course: _____ Duration: _____

Attach selected documents to verify my source of income:

Parent / Guardian Letter Centrelink Document Bank Statements
 Austudy Document Other

REFEREES (1 personal, 1 professional) Not to be relatives and contactable in next 24 hours

Name	Mobile	Work Phone	Email
1			
2			

DECLARATIONS - Applicant to complete and provide details as required

Have you ever been evicted? Yes No

Are you in debt to another lessor or agent? Yes No

Are you bankrupt or an undischarged bankrupt? Yes No

Is there any reason known to you that would affect your ability to pay rent when due? Yes No



APPLICANT 2 DETAILS

Name in full: _____

Other name(s) known by: _____

Date of Birth: _____ Place of Birth: _____

Drivers Lic. No.: _____ Expiry: _____

Passport No.: _____ Expiry: _____

Home Tel.: _____ Mobile: _____

Work Tel.: _____ Email: _____

AUSTRALIAN CITIZEN

Yes No Visa Expiry Date: _____
Attach copies of Passport and Visa

CURRENT ADDRESS

Renting Owned Sharing (not on a lease) Other

Address in full: _____

Rent weekly: _____ Period of Occupancy: _____

Agent/Landlord: _____ Email: _____ Telephone: _____

Reason for leaving: _____

Was the bond refunded in full Yes No, why: _____

EMPLOYMENT

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Your Position: _____

Full Time Part Time Casual Contract

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Pay Day Is: Weekly Fortnightly Monthly

Manager's Name: _____

Email: _____ Telephone: _____

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Other Sources:	\$	Gross Per Annum
TOTAL:	\$	Gross Per Annum

If Student or Unemployed

Student ID Number: _____ Institution: _____

Course: _____ Duration: _____

Attach selected documents to verify my source of income:

Parent / Guardian Letter Centrelink Document Bank Statements
 Austudy Document Other

REFEREES (1 personal, 1 professional) Not to be relatives and contactable in next 24 hours

Name	Mobile	Work Phone	Email
1			
2			

DECLARATIONS - Applicant to complete and provide details as required

Have you ever been evicted? Yes No

Are you in debt to another lessor or agent? Yes No

Are you bankrupt or an undischarged bankrupt? Yes No

Is there any reason known to you that would affect your ability to pay rent when due? Yes No

PRIVACY CONSENT AND DISCLOSURE STATEMENT



I/We the applicant(s),

- 1 Acknowledge that my/our personal contents insurance is not covered under any lessor insurance policy(s) and understand that it is my/our responsibility to insurance my/own personal belongings.
 Yes No (application will be rejected)
- 2 Authorise you to contact the persons named in this application, and to understate such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.
 Yes No (application will be rejected)
- 3 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 (application will be rejected)
- 4 Acknowledge and accept that if this application is denied, the agent is not legalised obliged to provide reasons why.
 Yes No (application will be rejected)
- 5 Consent and understand that should my/our tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my/our details onto others which may include (but is not limited to) insurance companies, body corporeates, government agencies, contractors, other real estate agents, sales people and tenancy default databases.
 Yes No (application will be rejected)
- 6 Acknowledge that I have received, reviewed and agreed to Annexure A before completing this application.
 Yes No (application will be rejected)
- 7 Acknowledge that the lessor and applicant (tenant/s) are bound to this agreement immediately upon communication of the lessor's acceptance of the application.
 Yes No (application will be rejected)
- 8 Consent to the use of email, fascimile, SMS as well as standard communication such as telephone and post, with regards to this application process as well as ongoing as a tenant if successful.
 Yes No (application will be rejected)
- 9 Declare that the above information is true and correct and that I/we have supplied it of my/our own free will.
 Yes No (application will be rejected)

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT(S)

Applicant 1 Name:	Applicant 2 Name:
Applicant 1 Signature:	Applicant 2 Signature:
Time:	Time:
Date:	Date:



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ANNEXURE A – SPECIAL CONDITIONS FORMING PART OF THE GENERAL TENANCY AGREEMENT:

- RENT:** Rent is to be paid **one week in advance at all times**, and are to be paid by electronic transfer. The tenant needs to allow time for processing by the Bank eg rent paid by EFT after COB on a Friday or over the weekend does not show up on the bank statement until the following Tuesday. Failure to pay rent monies on time will result in Breach Notices being issued, without exception (You can pay rent weekly, fortnightly or monthly in advance).
- BY-LAWS:** The tenant agrees to abide by all Body Corporate By-laws, as applicable.
- CONDITION REPORT** The tenant agrees to return a comprehensive condition report within three (3) days of the commencement of the tenancy, clearly noting all defects. On inspection of the premises or on vacating the premises, any defects found which were not recorded on the condition report shall be deemed to have been caused by the tenant. The tenant agrees to meet the costs associated with the repairs to such defects.
- CARPETS:** Carpets should be cleaned **every 12 months to the standard of a professional cleaner** and the receipt provided to the property manager if using a professional. On vacating the premises, the carpets must be cleaned to the standard of a professional carpet cleaner. The tenant must not try to repair or clean any problem or stain themselves. The tenant must contact the manager, who will send a professional to inspect and quote on repairing the damage.
- PEST CONTROL:** The tenants are responsible for general pest control (which excludes termites) throughout the tenure of the lease, as well as upon vacating the premises. Professional pest controllers can be recommended by the manager, if required.
- BLINDS:** All blinds must be cleaned **to the standard of a professional blind cleaner** and in proper working order on vacating the premises (e.g. Ken's Ultrasonic Blind Cleaning).
- CLEANING:** Upon vacating the premises the cleaning schedule must be strictly adhered to, whether you choose to do the cleaning yourself, or arrange for a professional cleaner. The property should be left in the same condition as when you entered the lease, apart from fair wear and tear.
- WINDOWS/
GLASS DOORS** Windows/glass doors, screens and tracks are to be cleaned inside and out **to the standard of professional cleaner.**
- COOKTOPS:** 1 Solid Elements must be cleaned regularly with a 'solid hotplate protector' product especially for this purpose eg Hillmark "Shine On" Solid Hot Plate Protector, or similar brand.

Matthew Hogg Property Licensed Real Estate Agent & Property Management

Residential | Commercial | Retail | Industrial

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2 Ceramic / Glass Cooktops must be cleaned regularly with a Ceramic Glass Cooktop Protector (a non-scratch cleaner) eg Hillmark "Cerapol" & "Ceraseal" Sealer and Protector, or similar brand.

- These products can be purchased from hardware stores.

WALLS: You may hang picture hooks or curtain rods on walls **only after** completing, submitting, and having approved, a written request. If paint becomes chipped or dents occur in walls you will need to have them filled and then have the entire wall painted (patches are not acceptable).

LIGHT BULBS: All light bulbs, oven lamps and rangehood lamps are the responsibility of the tenant.

BATTERIES: All batteries for garage & gate remote controls are the responsibility of tenant.

GARDENS: **It is your responsibility** to keep the yard neat and tidy, free of weeds and watered regularly, in accordance with the current water restrictions. The concrete can be cleaned with a pressure cleaner or bleach and a hard bristled broom. Should you wish to make any alterations to the garden you must first obtain approval from the Manager.

SMOKE ALARM: If the unit 'chirps' to notify that the battery is flat or he/she becomes aware that the smoke alarm is not working, then the tenant is to change the battery immediately. At no time should the tenant remove or relocate the smoke alarm or do anything to interfere with the alarm's warning sound. The cost of smoke alarm batteries is tenant responsibility.

SMOKING: Smoking is not permitted inside the property.

INSURANCE: The tenant must not do or allow anything to be done that would invalidate any insurance policy for the premises or increase the premium of the policy. If the tenant causes accidental damage to the property and the lessor wishes to claim on his insurance policy, the lessor may ask the tenant to pay the excess on the policy. It is the tenant/s responsibility to insure their own property and possessions by way of personal contents insurance.

BOND: Bond monies will not be refunded until the premises have been vacated, inspected, and found to be in a satisfactory condition, as well as ensuring all rent and any other amounts are not outstanding.

BREAKING In the event of the tenant breaking the terms of the lease, whether intentionally or by default, the tenant

A LEASE: herein agrees to pay all reasonable costs incurred by the lessor. These include:

- 1 A reletting fee paid to the property manager equal to one week's rent (plus GST) for the service of providing a suitable replacement tenant.
- 2 The payment of rent up until such time as a replacement tenant commences to pay the rent, or until the date of the termination of the tenancy agreement, whichever is sooner.
- 3 The advertising expenses to relet the premises.

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WE ASK THAT YOU GIVE A MINIMUM OF ONE MONTH'S NOTICE IN ADVANCE OF VACATING THE PREMISES.

END OF LEASE

When ending the tenancy, the tenant acknowledges that a Form 13 (*Notice of Intention to Leave*) is to be given to the property manager with ideally one month's notice. The property manager will provide the tenant with an Exit Condition Report and a Cleaning Schedule upon receipt of the Form 13. The Exit Condition Report is to be completed by the tenant as soon as the tenant is satisfied that the property has been left in the same condition as that recorded in the Entry Condition Report.

Returning the keys signifies handover day. To reduce any disputes with bonds at the end of the tenancy, the cleaning schedule must be adhered to. Should the property not be presented in the same condition at the time of handover, the property manager will advise the tenant via the Exit Condition Report of the discrepancies, and will arrange for the work to be done at the tenant's expense.

This agreement will be continued with the renewal of each new lease.

On behalf of Matthew Hogg Property, we hope that your time with us is enjoyable.

I/We hereby acknowledge that I/we have read, understood and agree to adhere to the special conditions stated above.

Date _____

Name

Tenant 1

Tenant 2

Tenant 3

Signed

Tenant 1

Tenant 2

Tenant 3

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