



Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

A. AGENCY DETAILS

Gallery Homes

Address: Suite 46F, The Promenade, Marine Village, Sanctuary Cove Q 4212

Phone: (07) 5514 8557 Fax: (07) 5636 0222

Email: pm@galleryhomes.com.au

Property Manager [input box]

B. PROPERTY DETAILS

Address of Property:

[input boxes for address]

Lease Commencement Date:

[input boxes for Day, Month, Year]

Lease Term:

[input boxes for Years, Months]

How many tenants will occupy the property?:

[input boxes for Adults, Children, Ages of Children]

C. PAYMENT DETAILS

Property Rental

[input boxes for \$ per week OR \$]

Rental Bond (4 weeks rent or 6 weeks if > \$700): [input box \$]

First payment of rent in advance (2 weeks rent) [input box \$]

Amount payable on signing tenancy agreement (bank cheque or money order only) [input box \$]

E. APPLICANT 1 PERSONAL DETAILS

5. Please give us your details

Mr [input] Ms [input] Miss [input] Mrs [input] Dr [input] Other [input]

Surname [input] Given Name/s [input]

Date of Birth [input] Driver's licence number [input]

Driver's licence expiry date [input] Driver's licence state [input]

Passport no. [input] Passport country [input]

Pension no. (if applicable) [input] Pension type (if applicable) [input]

6. Please provide your contact details

Home phone no. [input] Mobile phone no. [input]

Work phone no. [input] Fax no. [input]

Email address [input]

Tenancy Application Form

D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- Electricity, Gas, Phone, Internet, Pay TV, Cleaners, Insurance, Removalist, Truck or van hire



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- 1. Acknowledge and accept Direct Connect's Terms and Conditions... 2. Invite Direct Connect to contact you... 3. Consent to Direct Connect using the information provided... 4. Authorise Direct Connect to obtain the National Metering Identifier... 5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you... 6. Acknowledge that Direct Connect may receive a fee from service providers...

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature [input] Date [input]

E. APPLICANT 2 PERSONAL DETAILS

5. Please give us your details

Mr [input] Ms [input] Miss [input] Mrs [input] Dr [input] Other [input]

Surname [input] Given Name/s [input] Date [input]

Date of Birth [input] Driver's licence number [input]

Driver's licence expiry date [input] Driver's licence state [input]

Passport no. [input] Passport country [input]

Pension no. (if applicable) [input] Pension type (if applicable) [input]

6. Please provide your contact details

Home phone no. [input] Mobile phone no. [input]

Work phone no. [input] Fax no. [input]

Email address [input]

F. APPLICANT 1 HISTORY

9. What is your current address?

10. How long have you lived at your current address?

Years	Months
-------	--------

11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no. Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
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13. What was your previous residential address?

14. How long did you live at this address?

Years	Months
-------	--------

15. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no. Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

If not why not?

G. APPLICANT 1 EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of employment

Net Income

<input type="text"/> Years	<input type="text"/> Months	\$ <input type="text"/>
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17. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

<input type="text"/> Years	<input type="text"/> Months	\$ <input type="text"/>
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F. APPLICANT 2 HISTORY

9. What is your current address?

10. How long have you lived at your current address?

Years	Months
-------	--------

11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no. Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
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Years	Months
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<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

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FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of employment

Net Income

<input type="text"/> Years	<input type="text"/> Months	\$ <input type="text"/>
----------------------------	-----------------------------	-------------------------

17. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

<input type="text"/> Years	<input type="text"/> Months	\$ <input type="text"/>
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H. APPLICANT 1 CONTACTS/REFERENCES	H. APPLICANT 2 CONTACTS/REFERENCES
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18. Please provide a contact in case of emergency (cannot live at same address)		18. Please provide a contact in case of emergency (cannot live at same address)	
Surname	Given name/s	Surname	Given name/s
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
Relationship to you	Phone no.	Relationship to you	Phone no.
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>

19. Please provide 2 personal references (not related to you)		19. Please provide 2 personal references (not related to you)	
1. Surname	Given name/s	1. Surname	Given name/s
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
Relationship to you	Phone no.	Relationship to you	Phone no.
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
2. Surname	Given name/s	2. Surname	Given name/s
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
Relationship to you	Phone no.	Relationship to you	Phone no.
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>

I. OTHER INFORMATION	I. OTHER INFORMATION
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20. Car Registration	20. Car Registration
<input style="width:100%; height: 30px;" type="text"/>	<input style="width:100%; height: 30px;" type="text"/>

21. Please provide details of any pets		21. Please provide details of any pets	
Breed/type	Council registration / number	Breed/type	Council registration / number
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>

J. DECLARATION	K. 100 Points of ID Required
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I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

I have been informed, understand and agree that the acceptance of my application is subject to the approval of the Lessor.

I have been informed, understand and agree that should this application not be accepted the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.

I understand that the first 2 weeks rent and bond must be paid by money order, Bank cheque or credit card I further

understand that all credit card transactions incur a 1.76% convenience fee (incl. GST)

I understand that keys to the property will not be handed over until all monies are received by PRD Robina in full, the lease

documents signed by all parties and the lease start date commenced

Do you currently own a property? YES NO

Do you have any other applications pending on other properties? YES NO

Have you ever been evicted by any lessor or agent? YES NO

Are you in debt to another lessor or agent? YES NO

Is there any reason known to you that would affect your rent payment? YES NO

Was your rental bond at your last address refunded in full? YES NO

If NO – What deductions were made?

I understand that Gallery Homes and it's staff take every care to ensure that the properties are displayed in all forms of advertising correctly however, mistakes and errors can occur. If you are relying on a particular feature please confirm this with a member of our staff prior to entering into the tenancy agreement. We further understand that Gallery Homes cannot guarantee that the information contained in all forms of advertising is true and correct.

I confirm that I/we have personally inspected the property and accept it in it's present condition.

We require 100 Points of ID.
You must have:
1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Tenant 1 Signature	Date	Tenant 2 Signature	Date
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>