

ATTENTION APPLICANTS

PROPERTIES MANAGED BY THIS OFFICE ARE PROTECTED BY

TICA DEFAULT TENANCY CONTROL

IN ORDER FOR YOUR APPLICATION TO BE PROCESSED YOU MUST FILL OUT EVERY SECTION AND PROVIDE 2 PREVIOUS RENTAL REFERENCES PLUS 100PTS FROM THE FOLLOWING LIST OF ACCEPTABLE DOCUMENTS:

- Drivers License/18 Plus Card 40pts
- Passport 40pts
- Birth Certificate 30pts
- Photo Identification 30pts
- 2 – 3 Current Wage Advice/Income Statement 20pts
- Vehicle Registration Papers 10pts
- Bank Statement 10pts
- Phone Account 10pts
- Electricity Account 10pts
- Gas Account 10pts
- Credit Card/Pension Card/Medicare Card 10pts
- Rental Receipt 10pts

DETAILS SUPPLIED ON YOUR TENANCY APPLICATION WILL BE CONFIRMED.

BONDS MUST BE CASH OR BOND LOANS ONLY.

PLEASE NOTE THAT THE DECISION TO ACCEPT AN APPLICATION OR TO HOLD THE APPLICATIONS OPEN IS THE PROPERTY OWNERS PEROGATIVE THEREFORE PROGRESSIVE REALTY RESERVES THE RIGHT TO CONTINUE ACCEPTING APPLICATIONS UNTIL OTHERWISE INSTRUCTED.

PROGRESSIVE REALTY

Address: 33A Peel Street, Mackay Qld 4740

Email: christine@progressiverealty.com.au

Phone: (07) 4953 5355

Fax: (07) 49535356

PROGRESSIVE REALTY PROPERTY MANAGEMENT

APPLICATION FOR RESIDENTIAL TENANCY

: PROPERTY APPLIED FOR:
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Adults	Dependants	Pets	Kind
Smoker/Non Smoker.....			
Dependant Names & Ages.....			
1st Applicant	Date of Birth.....		
Full Name Of 1 st Applicant.....			
Contact Phone No.....		Mobile.....	
Email			
Present address			
Landlord / Agent.....		Phone No.....	
Dates of Occupancy.....		Rent Paid.....	
Reason for Leaving.....			
Previous Address			
Landlord / Agent.....		Phone No.....	
Dates of Occupancy.....		Rent Paid.....	
Reason for Leaving.....			
Occupation.....		D/Lic No.....	State.....
Employer.....		Phone No.....	
Period of Employment.....		Income Gross.....	

PERSONAL REFERENCES (not relatives)

1 st	Phone No.....
2 nd	Phone No.....
3 rd	Phone No.....
4 th	Phone No.....

NAME & ADDRESS OF NEXT OF KIN TO CONTACT IN CASE OF EMERGENCY

1 st Applicant.....	Address.....	Phone No.....
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2nd Applicant

Date of Birth.....

Full Name

Contact Phone No......**Mobile**.....

Email.....

Present Address.....

Landlord / Agent..... Phone No.....

Dates of Occupancy..... Rent Paid.....

Reason for Leaving.....

Previous Address.....

Landlord / Agent..... Phone No.....

Dates of Occupancy..... Rent Paid.....

Reason for Leaving.....

Occupation..... D/License No..... State.....

Employer..... Phone No.....

Period of Employment..... **Gross Income**.....

PERSONAL REFERENCES (not relatives)

1st..... Phone No.....

2nd..... Phone No.....

3rd..... Phone No.....

4th..... Phone No.....

NAME & ADDRESS OF NEXT OF KIN TO CONTACT IN CASE OF EMERGENCY

2nd Applicant..... Address..... Ph No.....

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I/we the applicants do solemnly and sincerely declare that the above information is true and correct and the information I/we have supplied is of our own free will and **I/we Hereby Authorise You** per the PRIVACY ACT as the letting agent to conduct any enquiries and or searches so as to verify the above information and attached form.

I/we have inspected the above mentioned property and wish to take a tenancy of such property for a period of.....months commencing from ___/___/___ at a rental of \$_____ per week and that the rental to be paid is within my/our means. I/we also undertake to pay a Rental Bond of \$_____ upon signing by myself/us of the tenancy agreement.

It Is Agreed that immediately upon Verbal Communication of acceptance of this application by the Landlord or his agent that this tenancy shall be binding on both Landlord and Tenant. This means you will be responsible for the rent from the above commencing date

Initial by Tenants.....

Final Approval. All applicants must meet the property manager before applications are approved.

1st Applicants Signature..... Date.....

2nd Applicants Signature..... Date.....

Witness Name.....Signed..... Date.....

Real Estate Agency you have rented through.....
.....
.....

Smoking is only permitted outside of homes and units.

I/We have read and understand the attached Special Terms & Conditions relating to this application.

1st Applicants signature..... Date.....

2nd Applicants signature..... Date.....

Additional Information.....
.....
.....

APPROVED: YES / NO

CONFIRMATION OF ACCEPTANCE:
Date.....
Time.....
Signed.....
Date of lease commencement.....6months, 12 months
Rental Amount.....
Special conditions Animals/air-con/body corp/

PROGRESSIVE REALTY PROPERTY MANAGEMENT
Policy & Procedure for Application & Taking a Property

PLEASE READ THE FOLLOWING CAREFULLY

Tenancy Dates:

The date on the Application Form for commencement of the Lease Agreement cannot be changed so please make sure this is the date you want to take the property from.

Processing of your application:

Before assessing your application we require a fully completed and signed application form.

You will be notified by telephone as to the outcome of your application within 24 – 48 hours of applications closing.

Please Note: Immediately upon VERBAL COMMUNICATION either in person or by a telephone call advising you of our acceptance of your application the tenancy becomes binding. This means you are responsible for the rent.

Prior to taking Possession of the Property:

We will require **All** parties to the Lease to be present to sign the Lease and associated documentation.

Payment of two weeks rent in advance and a Bond equal to four weeks rent.

Keys will not be released prior to this or the start date of your lease.

Bonds must be paid in full in the form of Cash. Bank Cheque or Bond Loan only. We do not accept Bond Transfers.

Condition Report: The Condition Report must be completed and returned to our office within 3 working days of occupying the property.

- Payment of Rent:**
1. Cash at our office. Office hours Monday – Friday 8.30am- 5pm.
 2. At any Westpac bank. A deposit book will be issued at a cost of \$20.
 3. Periodic payment through your bank or work place. A reference to identify your payment is required.
 4. Centre link Recipients will have their rent payments direct debited.

Quarterly Inspections:

Before assessing your application we require a fully completed and signed application form. Progressive Realty partakes in three monthly inspections of their rental properties. You will be advised in writing of the inspection date and time. If you are not home on this day you give us your permission to enter the property using our master key.

I/we have read this form and had it explained to me/us. I/we fully understand and agree to the conditions listed and declare I/we have the legal capacity to enter into a Tenancy Agreement.

Signed..... Name..... Date.....

Signed..... Name..... Date.....

PROGRESSIVE REALTY PROPERTY MANAGEMENT

Privacy and You

AUTHORITY/DISCLAIMER

We are an independently owned and operated business. We are bound by the National Privacy Principles in accordance with section 18N(1)(b) of the act. We collect personal information about you in this form to assess your application for residential tenancy. We may need to collect information about you from your previous landlords or letting agents, current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find more information about this database on its website at www.tica.com.au.

Your consent is given to us for collecting this information and the details of this are 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 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 Property Manager.

I/weauthorize Progressive Realty to collect information about me/us from: my/our previous letting agents and/or landlords, my/our personal referees and any Tenancy Default Database (including TICA) which may contain personal information about me/us.
I/we also authorize Progressive Realty to disclose details about any defaults by me/us under the tenancy to which this application relates to and any tenancy default database after breach notices have been given.

I/we give my/our permission for Progressive Realty to photocopy my/our Driver’s License and any relevant information required for the purpose of processing this application.

I/we understand this information will become part of our Rental History details with Progressive Realty if my/our application is successful.

I/we understand that if our application is unsuccessful that all information will be destroyed within 48 working hours and the agent is not required or obligated to disclose why or supply any reason for the rejection of the application.

I/we authorize Progressive Realty to disclose personal information it collects about me/us to the owner of the property, any agent that may need to enter the property, any plumber, electrician, or maintenance person, valuer, bank or building society. I/we also authorize Progressive Realty if needed to take internal photos of the property with my/our chattels if the property becomes for sale.

Signed..... **Name**..... **Date**.....

Sighed..... **Name**..... **Date**.....

Which of the following apply to your application?

The tenants are aware that it is their responsibility to arrange contents insurance for their own belongings	Yes	
Rent must be paid one week in advance at all times. Nothing extra to be added to property - no extra hooks, nails, screws, sticky tape, sticky hooks, blue-tac or anything else to be placed on walls, doors or ceilings.	✓	
Where the property has timber floor boards, all furniture is required to have felt or similar placed under legs/supports to protect the floor boards from damage.	✓	
The property must be kept neat, clean & tidy at all times.	✓	
Tenants are responsible for maintaining all lawns & gardens (units included), lawns to be mown and edges trimmed on a regular basis, all gardens to be weeded regularly.	✓	
Air-conditioner filters to be cleaned on a regular basis if installed at property.	✓	
All paths, driveways & concreted area are to be clear of oil & grease stains. Drip trays to be used under vehicles.	✓	
The outside of the property must be washed down on vacating.	✓	
The wheelie bins are to be empty & washed out on vacating. If the property is carpeted all carpets must be professionally steam cleaned every 12 months & on vacating, & all receipts presented to Progressive Realty. On vacating all curtains are to be dry cleaned, any vertical drapes/blinds to be professionally cleaned, all light/lace curtains to be hand washed. All curtains to be re-hung.	✓	
If pets have been kept on the property it is a requirement to have the property professionally sprayed for fleas & the receipt presented to Progressive Realty.	✓	
No smoking is permitted inside the property; if there has been smoking inside you will be responsible to professionally clean the walls, ceilings & curtains.	✓	
The fire alarms must be serviced by the tenant at least every 6 months; all battery alarms must have a working battery upon vacating. Tenants are responsible to replace any light bulbs, fluoro tubes & starters that blow during their tenancy.	✓	
Upon vacating we will do a vacate inspection. If we find the property is not up to a bond vacate standard with cleanliness and or damage, you will be required to go back & re-clean/rectify the areas that were missed. If you cannot or will not clean/rectify the areas that we require, we will get professional cleaners/contractors to do the work required. If vacate cleaning/damage issues have not been addressed within 24 hours after the vacate date you will be responsible for the rent from the vacate date up until these issues are corrected to our bond vacate standard.	✓	
A charge of \$55 inclusive GST will apply for making keys available after normal office hours.	✓	
To comply with The Privacy Act I/we acknowledge and permit Progressive Realty to give out my/our names, phone number to trades people, selling agents/valuers in regards to maintenance, valuations & inspections.	✓	
Tenants to pay for excess water over 150kl per 6 month period.	✓	
Tenants to pay for all water charges.	✓	
If gas bottles on property the tenant is to pay for gas re-fills & gas bottles must be filled upon vacating.	✓	
Tenants to maintain pool & are responsible for all chemicals. Tenants are required to submit a report from a professional pool company advising that the pool water and equipment have been checked and are in working order at handover back to the managing agents.	✓	
If property has water tanks, tenants required to clean out filter & filters on down pipes.	✓	
If property has a septic tank no fats or oils to be put down sinks, Septic friendly products must be used when cleaning. No ladies personal hygiene toiletries are to be put in the toilet.	✓	

I/we the applicant/s - tenant/s ofhave read and agree with the above Special Terms & Conditions which form a part of my/our lease agreement.

Tenant 1 Signed:.....Date.....

Tenant 2 Signed :.....Date.....

RENTAL REFERENCE REQUEST (Agency use only)

Date Agency

Tenant/s Name

.....

Rental Property Address

Rental Period

Rent Per/week

1.	Is/was the above applicant/s the Lessee at the above address?	yes	no*
2.	Was the rent paid on time?	yes	no*
3.	Were any Notices to Remedy issued?	yes*	no
4.	Were any Notices to leave issued?	yes*	no
5.	Were periodic inspections carried out?	yes	no
6.	Were the periodic inspections? Good Average Required Attention		
7.	Were gardens and lawns kept neat and tidy?	yes	no*
8.	Were pets kept on the property?	yes	no
9.	Was the Final Inspection satisfactory?	yes	no*
10.	Was the Bond refunded in full?	yes	no*
11.	Would you rent to the applicant/s again?	yes	no*

If * please advise

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Confirmed by Name

In accordance with the Privacy Act: I/We the tenant/s named above, agree that the above information may be provided to Progressive Realty (Qld) Pty Ltd to allow the processing of my/our Application for Tenancy.	Signed
	Signed.....

PLEASE FAX BACK WITH TENANT LEDGER

TO: (07) 4953 5356

We appreciate your assistance

Sight Unseen Form (If applicable)

For the Property Situated at.....

I/We.....

Here by agree to rent property as sight unseen.

This property has not been physically viewed by me/us, only as discussed on telephone & via website; therefore I will not hold the Managing Agents, namely Progressive Realty Pty. Ltd. responsible for any false or misleading information regarding the property that may arise.

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Date.....

Only fill this form in if you have not seen the property

TENANT'S MAINTENANCE REQUEST

Item Schedule

Item

1 PROPERTY ADDRESS

.....

2 TENANT'S DETAILS Name/s.....
Phone:.....Fax:.....Mob.....
Email:.....

3 AGENT Name: Progressive Realty
Address: 33a Peel Street, Mackay QLD 4740
Email: linda@progressiverealty.com.au
Phone: (07) 4953 5355
Fax: (07) 4953 5356
Mobile: 0407 157 950

4 MAINTENANCE ISSUES (Full details to be provided)

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5 NOTICE where access to the property is required by contractors for the purpose of carrying out repairs or maintenance or providing quotes thereto, the Tenant/s consent to:

- (1) Disclosure of the Tenant/s details in Item (2) to arrange such access provided any party to whom such details are given will be bound by the *Privacy Act 1988 and the Agents Privacy Policy*.
- (2) The agent providing keys to such contractors to gain access to the property if the Tenant/s is unable to be in attendance at the Property when access is required.

[Note: The Tenant/s must first receive an Entry Notice in accordance with Section 193 Residential Tenancies and Rooming Accommodation Act 2008]