



Tenancy Application Form

*PLEASE SUPPLY A **PHOTOCOPY** OF ALL YOUR IDENTIFICATION
PRIOR TO SUBMITTING THIS APPLICATION FORM*

I, _____ confirm that I have seen the property at _____ on
_____ (date) and wish to apply for the property in the condition it was in during my inspection.

Blue Moon Property Policy & Procedures

- o Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- o Applications are processed Monday to Friday only, allow up to 2 business days.
- o Each applicant must submit an individual form with a copy of one form of photo ID and proof of income for each applicant.
- o Please complete all details accurately, as incorrect details could void your application.
- o All applicants will be checked through the Tenancy Information Centre of Australia (TICA).
- o Applications are referred to the owner of the property and the owner's decision is considered final.

Should Your Application Be Successful...

- o You will not be committed to the property until you view and agree to the relevant Tenancy Agreement and its terms. Once you agree to the relevant terms, you will be committed to the property and are required to pay the first weeks rent within 24hrs. The property will not be removed from our availability list until your rent is paid and agreement fully signed.
- o Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- o Before moving into your new home, it will be necessary for you to pay the bond (equivalent of 4 weeks rent) & 2 weeks rent, by either Bank Cheque or Money Order.
- o We are a CASHLESS office, (however initial bond/rent will be accepted in cash). Methods of rent payments are: Phone, Internet & Recurring Payment (direct debit). Fees apply to rent payment methods, see attached schedule of fees. We are able to assist you with setting this up for you at the time of your sign up providing you complete a DDR Form.
- o Please note we do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.
- o Please make an appointment with our staff to sign your tenancy documentation (Monday to Friday Only) & allow at least 30 minutes for this process.



11/1 Scholars Drive,
 Sippy Downs
Ph: 07 5445 6500
Fax: 07 5445 6499

PROPERTY DETAILS

Proposed Property					
Rent Per Week	\$	Lease Term		Commencement	

PERSONAL DETAILS

Full Name				Date of Birth	
Contact Info	(H)	(W)	(M)	(E)	
Total Number Of Occupants To Reside At The Premise					
Name		Age		Name	Age
Name		Age		Name	Age
Name		Age		Name	Age

RESIDENCY DETAILS

Current Address					
Occupancy Period		Rent Paid	\$		
Current Lessor		Reason for Leaving			
Lessor Address				(Ph)	(Fax)

Previous Address					
Occupancy Period		Rent Paid	\$		
Previous Lessor		Reason for Leaving			
Lessor Address				(Ph)	(Fax)
Bond Refunded?		If Not, Why Not?			

OTHER

Type & No. Pets		Breed		(Please circle)	Small – Medium – Large – Inside - Outside
Council Registered	Yes or No	If Yes, With Who?			
Marital Status	Have you been known by another name/s? Please list				
Car Rego Number		Make & Year		Drivers Lic./18+	
Passport Number		Country		Pension No.	
Smoker	Yes or No				

PERSONAL REFERENCES (not relatives – please provide day time phone numbers)

Name			
Address		Phone Numbers	
Relationship		How Long Known?	
Name			
Address		Phone Numbers	
Relationship		How Long Known?	
Name			
Address		Phone Numbers	
Relationship		How Long Known?	

EDUCATION / OCCUPATION (Complete If Applicable)

Name of TAFE / Uni			
Faculty / Course		Student ID No.	
Current Occupation			
Current Employer			
Employer Address			
Employer Details	(Ph)	(Fax)	Contact Name
Employment Period		Gross Weekly Salary	\$ Nett \$
If Employed For Less Than 6 Months – Provide Previous Employer			
If Self Employed			
Name of Business			
Nature of Business			
Address			
Accountant Details		Phone Number	
Average Personal Weekly Income	\$	Period Of Self Employment	
Other Income Details			

BUSINESS / WORK REFERENCES

Name			
Business Name			
Address		Phone Numbers	
Name			
Business Name			

EMERGENCY CONTACTS

Relative Not Living With You		Phone Numbers	
Address			
Parent / Guardians		Phone Numbers	
Address			

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National 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 or previous 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 owner'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 privacy officer, Heidi Davies. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise Blue Moon Property 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 authorize the Agent 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 authorize Blue Moon Property to disclose the personal information collected about me to the owner of the property and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name		Applicant Signature		Date	
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THANKYOU FOR CHOOSING TO RENT THROUGH BLUE MOON PROPERTY

1 form of photo identification and proof of income is required.

MUST BE PHOTOCOPIED PRIOR TO SUBMITTING YOUR APPLICATION