



Residential Tenancy Application

AGENT NAME	Department of Transport and Main Roads
ADDRESS	Floor 3 Carseldine GOP Building D GPO Box 1412 Brisbane Queensland 4001
PHONE	1800 424 132
EMAIL	proplease@tmr.qld.gov.au

Department of Transport and Main Roads welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application, to ensure it is processed promptly.

Please read prior to completing your application:

- One application to be completed per adult.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Proof of income is also required. Refer to list below.
- Department of Transport and Main Roads will make every effort to process your Application within 48 hours. If the application is approved, all approved leaseholders must sign the General Tenancy Agreement and you will be required to pay 2 weeks rent + 4 weeks bond.

Documents required for identification check: Submit one from each group A, B & C:

	Points per document
A. Photo ID: <input type="checkbox"/> Passport <input type="checkbox"/> Aus. Drivers Licence <input type="checkbox"/> Proof of Age	50
B. Other ID: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Pension Card/Medicare <input type="checkbox"/> Student Card	30
C. Documents on which your name and current address appear: <input type="checkbox"/> Electricity Account	20
<input type="checkbox"/> Phone Account <input type="checkbox"/> Rates Notice <input type="checkbox"/> Gas Account <input type="checkbox"/> Bank/Credit Card Statement	
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	100

Documents required for proof of income: Submit one of the following:

- ☐ Last 2-3 payslips ☐ Employment contract ☐ Centrelink Statement ☐ Bank Statement
- ☐ Letter from accountant (if self-employed) ☐ ATO Notice of Assessment

Property address applying for -

Applicant's details

☐ Lease Holder ☐ Approved Occupant

Name in full:

Other name/s you have been known by:

Date of birth:

Drivers licence no:

Expiry:

Passport no:

Expiry:

Phone - Home:

Mobile:

Business:

Email:

What is your preferred move in date -

Occupancy details of persons to reside at property other than applicant, including dependants and other applicants

Name	Date of Birth	Relationship

Emergency contact details of close friends/relatives who will not be residing with you (must be Aust. phone numbers)

Name:	Name:
Address:	Address:
Relationship:	Relationship:
Home No:	Home No:
Mobile No:	Mobile No:

Referees (1 x professional, 1 x personal) Who are not relatives. Must be contactable within the next 48 hours.

1. Name:	2. Name:
Business hours contact:	Business hours contact:
Work No:	Mobile No:

Australian Citizen

☐ Yes ☐ No, attach copies of Passport and Visa Visa Expiry Date:

Current Address

Address: Rent per week: \$

Period of occupancy: Years..... Months..... ☐ Own home ☐ Rental ☐ Share Accommodation

Agent/Lessor: Email: Ph:

Reason for leaving:

Do you expect the Bond to be refunded in full? ☐ Yes ☐ No Why:

Previous Address

Address: Rent per week: \$

Period of occupancy: Years..... Months..... ☐ Own home ☐ Rental ☐ Share Accommodation

Agent/Lessor: Email: Ph:

Reason for leaving:

Employment

Current Employer: Ph:

Job Title:

☐ Fulltime ☐ Part Time ☐ Casual ☐ Contract

Length of employment is: Years:.....Months:.....Pay day is.....of each week / fortnight / month

Payroll/Managers name: Email:

If self-employed

Company Name: trading as:

Address: ABN:

Period self-employed - Years:... Months Industry/nature of business:

Accountant Details: Bus.Ph:

Creditor Referee: Bus.Ph:

If student

Student ID#	Institution	Course	Duration
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Income – must provide verification

Employment/Self employed	\$	gross per annum \$	net weekly
Other source	\$	gross per annum \$	net weekly
Centrelink	\$	gross per annum \$	net weekly
TOTAL:	\$	gross per annum \$	net weekly

Pets <input type="checkbox"/> No <input type="checkbox"/> Yes	Pet 1	Pet 2
Type of Pet/s and breed		
Name/s		
Council pet is registered with		
Council Registration Number		

Smoker ☐ No ☐ Yes

Please Note: Smoking is prohibited inside the property.

Firearms ☐ No ☐ Yes

Please Note: Firearms and Weapons must be lawfully possessed and satisfy specific licensing, registration and storage provisions under the *Weapons Act 1990* & *Weapon Regulations 2016*.

Vehicles to be kept at property

Registration No:	Make & Model:
Registration No:	Make & Model:

Please Note: unregistered vehicles are prohibited at the property.

Declarations – applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you in debt to another lessor or agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Was your bond at your last address refunded in full?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Was the property in a satisfactory condition when you inspected it?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Have you ever been bankrupt, or do you have an undischarged bankruptcy?	<input type="checkbox"/> No <input type="checkbox"/> Yes	

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records.

I apply for tenancy at _____

for a period of _____ months, at a rent of \$ _____ per week commencing on ____/____/____.

I understand that if this application is approved, the General Tenancy Agreement and any Special Terms will be provided and must be executed/signed and returned within 48 hours. The Bond and two (2) weeks rent will be required for payment on or before the day of your signing and key handover.

I understand that the Department of Transport and Main Roads uses a Direct Debiting system for rent payments. Pre-moving in costs as itemised below are to be paid by EFT to the Department's nominated bank account as instructed by us, or by Bank Cheque or Money Order. Please make payable to the Department of Transport and Main Roads.

Pre-moving Costs

ITEM	CALCULATION	\$ PAYABLE	
Rent – first 2 weeks rent	2 x \$ _____ =	\$ _____	TMR
Bond – 4 times weekly rent	4 x \$ _____ =	\$ _____	RTA
TOTAL PRE-MOVING IN COST		\$ _____	

Applicant's Checklist – before I submit this application, I have:

- ☐ Attached photocopies of documents to meet 100 or more points of ID which include required documents.
- ☐ Attached proof of income and/or savings.
- ☐ Completed the application form **fully**.
- ☐ Inspected the property both internally and externally.

APPLICANT'S SIGNATURE _____ **DATE** _____



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PRIVACY COLLECTION NOTICE

The Department of Transport and Main Roads (TMR) collects the information on this form to assess your suitability for the nominated rental property.

The information you provide in a reference may be disclosed to your nominated referee and if you are granted the tenancy, relevant information about you may also be disclosed to insurance companies, body corporates, contractors, tradesmen (where property maintenance is required) and to TMR's property portfolio officers.

In the event of a default, TMR may use some of your information to access the services of the TICA Tenancy Database System (TICA). Where required, TICA may disclose that information to other subscribers and relevant third parties such as debt collection agencies.

Your personal information will not be disclosed to any other third party without consent unless required or authorised by law.

If you do not complete this form or do not wish to sign the declaration below, your application for tenancy cannot be considered, due to insufficient information to assess your suitability.

For more information on TMR's privacy practices, please refer to our privacy policy <https://www.tmr.qld.gov.au/help/privacy.aspx>

ACKNOWLEDGEMENT OF APPLICATION

I, the applicant:

1. acknowledge that I have read and understood the above privacy collection notice.
2. acknowledge that I have received the Information Statement (Form 17a) and body corporate by-laws (if applicable) before completing this application.
3. acknowledge that I have reviewed the General Tenancy Agreement (Form18a), the standard terms and any special terms (**Tenancy Agreement**) before completing this application.
4. acknowledge that, in the event my application is accepted, 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.
5. consent to the use of electronic communications in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001* (Qld) and the *Electronic Transactions Act 1999* (Cth) including receiving advice or notification by SMS;
6. understand that by applying, TMR or its bound agents may use the information collected about me to undertake investigations and searches (including tenancy database searches) as considered necessary: and
7. declare that the above information is true and correct and that I have supplied it of my own free will.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Time	
Date	