

# BHC Tenancy Application

## Application Instructions - market for rent

To be completed by all adult applicants. Please complete the following fields as fully as possible and return to:

**Email:** [rentals@bhcl.com.au](mailto:rentals@bhcl.com.au)  
(Save and attach application)

**Post:** BHC, GPO Box 544, Brisbane Q 4001  
(Print and send application)

## Property Information

Property Address Viewed? Date

Lease Commencement Date Rent per week Bond  
\$ \$

Total amount payable upon signing of tenancy agreement: \$

## Applicant's Details

First Name Last Name

Mobile Phone Home Phone Work Phone Date of Birth

Email Vehicle Rego No.

## Occupancy Details - We require a separate application form for anyone 18 and over, who will be residing in the property.

Please list the details of all those who will reside at the property with you

Name Date of Birth Relationship to Main Applicant

Do you have pets? Type Age Breed  
Yes No

Registration No.

## Applicant's History

Current Address

Period of occupancy

Rented Owned Other  
Landlord/Agent Name (if applicable) Landlord/Agent Contact Number (if applicable)

Landlord/Agent Email

Current rent you pay per week Reason for leaving  
\$

Previous Address (if applicable)

Period of occupancy

Rented

Owned

Other

Landlord/Agent Name (if applicable)

Landlord/Agent Contact Number (if applicable)

Landlord/Agent Email

Previous rent you pay per week  
\$

Reason for leaving

## Applicant's Employment

NOTE: If self employed please provide a statement of income from your accountant/tax returns

Current Occupation

Full Time

Part Time

Casual

Self-employed

Contract/Temp

Employer/Business Name

Duration

Years

Months

Address

Weekly income  
\$

Contact

Phone

Previous Occupation

Full Time

Part Time

Casual

Self-employed

Contract/Temp

Employer/Business Name

Duration

Years

Months

Address

Weekly income  
\$

Contact

Phone

Student at

Course name

Duration

## Referees

All referees should not be related to you

Business Referee

Phone

Relationship

Personal Referee

Phone

Relationship

## Emergency Contact

NOTE: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contacts are not responding

Name Phone

Address

Email

## Applicant's Declaration

### Please confirm the following:

**YES**

**NO**

Have you ever been evicted by any Lessor/Agent?

Have you ever been refused a property by a Lessor/Agent

Are you in debt to another Lessor/Agent

Is there any reason known to you that would affect your ability to pay rent each week?

Has your previous landlords ever held part or all of your bond at the time of vacating the premises to pay outstanding debts (i.e. rental arrears, damaged property etc)?

Have you ever been issued a Notice to Remedy Breach by a previous Lessor/Agent?

If yes, to any of the above items, please provide details:

### Application Checklist

**YES**

**NO**

I have provided all evidence of my income (including Centrelink)

I have provided photo identification (Driver's License, 18+ Card, Passport etc)

I have provided evidence of my last 30 days bank transactions, showing my income received within my account (bank statement)

I have provided a copy of my previous tenancy rental ledger.

**PLEASE READ TERMS OF APPLICATION ON PAGE 4**

## Terms of Application

### 1. Applicant's Warranty

The Applicant warrants:

- 1.1 the details provided are true and correct
- 1.2 they are not bankrupt or insolvent

### 2. Applicant Agrees

The Applicant agrees:

- 2.1 that subject to inspection the applicant accepts the property in its condition.
- 2.2 where the Applicant has been given a Form 18a General Tenancy Agreement (inc Standard & any Special Terms) in accordance with Section 58 of the Residential Tenancies & Rooming Accommodation Act 2008, then;
  - (1) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 2(2).
  - (2) upon signing of the Tenancy Agreement, to pay the bond and rent amounts in item (1) in an approved way as more particularly set out in the Tenancy Agreement.
  - (3) the Applicant will forthwith upon receipt of same, sign the completed Tenancy Agreement.
  - (4) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
  - (5) the Landlord/Landlord's Agent are not required to give an explanation to applicant(s) for any application not approved.

### 3. Privacy Statement

- 3.1 The Landlord's Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.
- 3.2 You as the applicant agree, to further assess your application, the Landlord's Agent may subject to the Privacy Act 1988 (CTH) where applicable, collect information from and use and disclose personal information to:
  - (1) The owner of the premises to which this application applies; & or
  - (2) residential tenancy databases for the purpose of confirming details in your application enabling proper assessment of the risk in providing you with a lease; & or
  - (3) tradespeople and similar contractors engaged by the owner/Agent in order to facilitate the carrying out of works with respect to the premises; & or
  - (4) previous managing agents and nominated referees to confirm information provided by you; & or
  - (5) the Owner's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Landlord's Agent relating to the administration of the premises and use of the Landlord's Agent services; & or
  - (6) Bodies Corporate
- 3.3 Without provision of certain information the Landlord's Agent may not be able to act effectively or at all on the owner's behalf and as a result your application may not be acceptable to the owner.
- 3.4 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate information.

### 4. Provision of Documents

The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

I have read and understood the Terms of Application detailed on this page      **YES**      **NO**

Applicant's Name:

Date:

Applicant's Signature:

## Information about your application and tenancy databases

(To be provided by the property manager/owner to prospective tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

### What this means for you

As a property manager/owner, we are required by law to let you know which database we use to check your rental history.

At Brisbane Housing Company we use the following tenancy databases:

- TICA

### What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

### Where can I get further information?

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authorities website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311