

ROOMING ACCOMMODATION APPLICATION FORM

WARNING: You must read this information prior to filling in your application form. If your application is not filled in correctly and accurately, it will not be processed.

1. Each applicant must fill in their own individual application form.
2. For your application to be processed, it must be completed in full with supporting documentation, identification and valid references.
3. You must have inspected the property before submitting an application.
4. You will be required to pay a holding deposit (equivalent to 6 weeks rent) within 24 hours of your application being approved to secure the property. Should you proceed with a tenancy agreement, this payment will be applied toward payment of rental bond (4 weeks rent) and rent in advance (2 weeks rent). Should you choose not to proceed with a tenancy agreement 48 hours after paying a holding deposit, the bond amount of your holding deposit will be forfeited as per Section 161 of the Residential and Rooming Accommodation Act 2008.

Your application must contain copies of identification and proof of income. Outlined below, are examples of suitable identification. If these are not presented, your application will not be processed.

1. Identification

We require **100 points** of identification as per the options list below

- ✓ Drivers License, Passport, 18+ Card, Copy of Birth Certificate, Student ID Card **50 points per item**
- ✓ Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account **25 points per item**
- ✓ Centrelink/Rent Assistance Statement **25 points per item**

2. Proof of Income

We require a copy of any of the following:

- ✓ Your 2(two) most recent payslips
- ✓ Employment Agreement from your employer
- ✓ **Letter of guarantor from a parent or guardian (if no employment)**
- ✓ Bank statements showing regular deposits
- ✓ Proof of scholarship or sponsorship from your education provider

 **Complete the attached form and don't forget to sign Section 10.**

How long will it take for my application to be processed?

Clark Real Estate endeavour to process your application within 24-48 hours. However, not completing your application as completely and accurately as possible or supplying false references may delay your application from being processed.

PRIVACY ACT DISCLOSURE

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorise you as the Letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement entered into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Lessor. I authorise the agent to supply my contact details to any appropriate tradespeople for the purpose of maintenance and repairs. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I, the Applicant declare that I am not bankrupt and that the rental is within my means.

Rooming Accommodation Application Form



ROOM: <input type="text"/>		ADDRESS: <input type="text"/>		Office Use ONLY	
				Time: :	
				<input type="checkbox"/> Passport	<input type="checkbox"/> DOB
				<input type="checkbox"/> Student ID	<input type="checkbox"/> TICA
				<input type="checkbox"/> Sec 10 cmpl + Signed	
1. APPLICANT DETAILS		Full Name:		Pref Name:	
Email:		Date of birth: / /		Applied With:	
Mobile:		Gender: Male / Female		Language:	

2. OCCUPATION DETAILS			
Current Occupation:		Company Name:	
Contact Name:		Contact No:	Fax:
Address:		Email:	
Length of Employment:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Admin Use -			

3. STUDENT INFORMATION		YOU MUST SUPPLY CURRENT ENROLLMENT LETTER & STUDENT ID	
Name of Institute:		Student ID No:	
Course Studying:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Enrolled Until:
Admin Use -			

4. CURRENT ACCOMODATION		Address: <input type="text"/>	
Owner / Agent:		Phone:	
Email:			
Reason for leaving:		Fax:	
Lease Term:	Total Occupants:	Rent: \$	
Admin Use -			

5. PREVIOUS ACCOMODATION		Address: <input type="text"/>	
Owner / Agent:		Phone:	
Reason for leaving:		Fax:	
Lease Term:	Total Occupants:	Rent: \$	
Admin Use -			

6. REFERENCE (not a relative)		
Name:		Known since:
Current Address:		Email:
Home Phone:	Work:	Mobile:
Admin Use -		

7. EMERGENCY CONTACT

Name:

Best Contact Number:

Relationship:

Address:

Post Code:

Email:

Other Phone No:

8. APPLICATION PROCESS

1. ALL occupants signing the lease for the property must be present during the sign up appointment. No keys will be given until all parties have signed the tenancy agreement. Sign up times will be between 9:00am – 5:00pm weekdays. Saturday appointments at agents' discretion.
2. **It is a tenants responsibility to connect all utilities (including electricity, gas & phone) prior to moving into a property and ensuring they are disconnected at the end of the tenancy.**
3. Tenants must advise Clark Real Estate of any changes to contact details immediately.
4. Department of Housing Bond Loans are accepted but must be finalised prior to signing a tenancy agreement.
5. Preferred rent payment method is via Direct Deposit to the Agent's Trust Account. Bank details will only be supplied to successful applicants.
6. In the case of a shared tenancy, rent must be paid in full each time. We do not accept part payments.
7. No application will be approved until references have been checked and submitted to the Lessor.
8. All tenancy applications are checked through TICA for prior tenancy history

9. DISCLAIMER / AUTHORITY

I, the above named applicant, do agree that:

1. A copy of the tenancy documents outlining standard and special terms of the agreement (Form 17a – "green book" and Form 18a) have been provided to me with this application.
2. I will be required to pay a holding deposit (**equivalent to 6 weeks rent**) upon approval of my application being approved to secure the property. Should I proceed with a tenancy agreement, I understand this holding deposit will be applied toward payment of rental bond (4 weeks rent) and rent in advance (2 weeks rent). Should I choose not to proceed with a tenancy agreement 48 hours after being supplied a receipt for payment of a holding deposit, the rental bond amount for the holding deposit will be forfeited as per Section 161 of the Residential and Rooming Accommodation Act 2008.
3. The letting agent may conduct all relevant inquiries and/or searches from all creditors, providers & references named in this application as required for verifying the information contained herein. I allow the agent to supply my contact details to any tradespeople attending to maintenance at the property should I proceed with a tenancy agreement.
4. I have inspected the above mentioned property and have no outstanding enquiries.
5. I acknowledge receipt of the Privacy Act Disclosure Statement (Page 1).
6. I agree that immediately upon communication of the acceptance of this application by Clark Real Estate that this tenancy shall be binding on both landlord and tenant.

The above information is true and correct has been supplied of my own free will.

10. SUBMIT APPLICATION

PLEASE NOTE – All leases will expire June(Mid-Semester) or January(End of Semester) – please take this into consideration when completing the section below

I have inspected the above mentioned premises, agree to the attached privacy disclosure, above terms and conditions and wish to undertake a tenancy agreement until:

SEMESTER 1

JANUARY FEBRUARY

PLEASE TICK ONE

SEMESTER 2

JUNE JULY

from ____ / ____ / ____ for a rental of \$ _____ per week

Applicant Signature: _____

Date: ____ / ____ / ____



Rooming Accommodation House Rules

**** Please note these are General House Rules. Further rules pertaining to your property are erected in the common areas.**

- RESIDENT'S RESPONSIBILITIES

- Residents must not interfere with the reasonable peace, comfort, privacy of other residents.
- Residents must keep noise to a minimum in consideration of other residents.
- Illegal substances will not be tolerated and offenders will be reported to the police.
- Residents must maintain a reasonable standard of dress in consideration of other residents.
- Residents are not permitted to affix any items to any walls i.e, blu-tak, sticky tape etc.
- Residents must keep their TV's & Radios at an acceptable level as not to disturb other residents or to create noise pollution.
- Drunk/Disorderly behaviour is unacceptable & will be immediately reported to the authorities.
- All repairs and maintenance within the common areas or your room must be reported to the agent as soon as noticed, via email or fax.
- AT NO TIME are residents permitted to become abusive, verbally or physically, with any other resident in order to resolve disputes. Disputes must be reported to the agent who will attempt resolution between all residents involved before passing it on to the relevant authorities.
- Residents are responsible for the smoke alarms in their rooms. You must not tamper with, touch or remove batteries or any other part of the smoke alarm. If your neglect results in Fire services attending the property due to a false alarm, you will be made to pay the bill.
- Bathroom must be left free of excess water on the floor or vanity areas.
- All tenants must ensure all lights and fans are turned off when not in use or if you are not home.
- All furniture and inclusions must remain as they are and not removed at anytime.

- VISITORS AND GUEST RESPONSIBILITIES

- Short stay visitors are welcome at any time however, this property is not a private home and overnight guests are not permitted. Visitors must leave the property by 10pm.
- Residents must ensure their guests are aware of the house rules for these premises and they do not interfere with the reasonable peace, comfort or privacy of other residents.
- Visitors are prohibited from entering the rooms of residents other than their host and residents are responsible for the conduct of their visitors including payment for any damage or breakage that may occur.
- Residents must ensure their guests leave common areas clean and tidy after using them.

- ANIMALS

- No animals to be kept on the premises AT ANY TIME!!

- KEYS and IF YOU ARE LOCKED OUT

- Residents who lose their room key will be charged a replacement fee of \$20.00 per key.
- If you are locked out, you may collect a key from our office (a \$50 cash deposit must be left to be refunded if the key is returned the same day) or a staff member can attend for a \$100 non-negotiable call out fee. Residents must not tamper with/change any lock in the premises

- Residents must not make copies of keys without written permission from the agent.
- Resident must not give their room key to visitors to use.

- SMOKING

- Smoking, burning candles, oil burners, incense burners, bar/oil heaters etc are prohibited at all times. Tenants may smoke outside ONLY; **SMOKING IS PROHIBITED in the building** at all times. This includes your room and the internal common areas. This rule exists for the comfort and safety of all residents and is a legal requirement in QLD.
- Smoking is prohibited within 4 (four) metres from any entry door, window or air-conditioning unit
- Smoking is only permitted outside and you must ensure ALL entry doors are closed.
- DO NOT leave cigarette butts lying around or in containers anywhere on the property.

- GENERAL CLEANING

- Residents are responsible for cleaning their rooms and keeping the common areas tidy.
- All kitchen appliances and work surfaces and benches should be cleaned after use.
- Residents must leave common area neat, clean and tidy after using them.
- Common areas in these property include:
 - Kitchen, share toilets and bathrooms, hallways, outdoor areas & laundry
- You are responsible for maintaining the property's cleanliness.
- If you have carpet in your bedroom you will be required to have it professionally cleaned upon vacating and provide a receipt.
- Personal items such as suitcases and bicycles must not be left in the common areas at any time. Cleaners have been instructed to remove any items from the common areas if left by tenants.

- VACATING PROCESSES

- If you have not been issued with a lease renewal offer, there is two weeks notice required in writing to vacate your room. YOU MUST SUBMIT A FORM R13. If you are leaving before your lease ends, you will engage the 'break lease' scenario.
- When vacating, the following items must be attended to:
 - ➔ Remove all rubbish and belongings
 - ➔ Remove unwanted food items from cupboards and fridge
 - ➔ All furniture and fixtures must be accounted for
 - ➔ Have your room professionally cleaned (including mattress protector) & carpets steam cleaned
 - ➔ Take your keys & receipts for cleaning to QPIS office with forwarding details

- RENTAL PAYMENTS

- Tenants must use the reference given to them at the time of signing tenancy agreement.
- Tenants are asked to pay via direct deposit into the account provided to them when starting their lease.
- If you require another payment option (direct debit, BPAY), contact the agent.

- BREACHES

- Any breach of the House Rules or special conditions in your lease agreement, will result in you receiving a Form R11 (Notice to Remedy Breach). Should you not co-operate with this notice or continue with a breach, you will be issued with a Form R12 (Notice to Leave) and you will be evicted from the property.
- Your rent must be paid well before the due date at all times. Failure to comply with this may result in you being evicted from the property. If you have money coming from overseas or elsewhere, ensure it is here well before your due date, no excuses will be accepted.