

TEXAS RURAL AGENCIES

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The following MUST be read before applying for a Rental

It is your responsibility to ensure your application is completed in full and all details provided are true and correct. Any application not completed in FULL will not be processed until you have supplied all relevant details.

Please ensure all contact details are current for both yourself and your references.

All prospective tenants over the age of eighteen who will be contributing to the rental payments are to complete an application form and provide 100 points of identification (ID).

Once your application has been submitted with our office, our staff will begin processing your application. This takes approximately 48 hours to complete. This time will vary depending on how fast we can get requested references back and approval from the landlord.

We also wish to advise you that we are not obligated to enter into any further discussion regarding the outcome of your application, should you not be approved.

If your application is approved

You will be required to sign a lease within 24 hours of approval. You must make one of the following payments by Cash; Money Order or Bank Cheque (no personal cheques).

1 weeks rent; 2 weeks rent or the full bond amount

Please be aware that 2 weeks rent and the bond must be finalised when picking the keys up.

Rent Payments

If you are approved, Texas Rural Agencies rent payment methods are:

Bank Cheque; Money Order; Direct Deposit; Eftpos; Cash

When handing in an application the following documentation MUST be supplied and must be 100 points of Identification This must include one form of photo ID

Drivers Licence	40 points	Medicare/Health Care Card	20 points
18 Plus Card	40 points	Utility bills	20 points
Passport	70 points	Last four current Rent receipts	20 points
Birth Certificate	70 points	Car Registration Bill	20 points
Other Photo ID	30 points		

Proof of Income MUST be provided – Last four current Payslips / Centrelink Statement

I have read the above and agree to the terms and requirement to apply for a Rental Property through Texas Rural Agencies

Name: _____ Signed: _____

PROPERTY ADDRESS: _____

FULL NAME OF APPLICANT _____

TITLE: MR/ MRS/ MISS/ MS **D.O.B** ____/____/____ **SMOKER** YES NO (Please Indicate)

PHONE NUMBER: **H** _____ **W** _____ **M** _____

EMAIL ADDRESS: _____

DRIVER'S LIC. NUMBER: _____ **EXPIRY DATE:** _____

MAKE & MODEL OF VEHICLES ON PROPERTY _____

COLOUR: _____ **CAR REG:** _____ **STATE:** _____

NUMBER OF CHILDREN: _____ **AGE/S** _____

PETS NO YES: Type: _____ Breed: _____

Number: _____ Are the Pets registered with Goondiwindi Regional Council? Yes / No (please circle)

** Please note – express permission must be granted by the Landlord before any pets are permitted*

PRESENT ADDRESS: _____

FROM: ____/____/____ OWNED Rented – Rent paid \$ _____ per week

REASON FOR LEAVING: _____

NAME OF AGENT/OWNER: _____

ADDRESS: _____ **PHONE:** _____

PREVIOUS ADDRESS (if less than six months): _____

FROM ____/____/____ **TO** ____/____/____ OWNED Rented – Rent Amount \$ _____ per week

REASON FOR LEAVING: _____

NAME OF AGENT/OWNER: _____

ADDRESS: _____ **PHONE:** _____

PREVIOUS ADDRESS (if less than six months): _____

FROM ____/____/____ **TO** ____/____/____ OWNED Rented – Rent Amount \$ _____ per week

REASON FOR LEAVING: _____

NAME OF AGENT/OWNER: _____

ADDRESS: _____ **PHONE:** _____

Was the Bond refunded in Full: YES / NO If not why: _____

Have you ever been evicted by a Lessor or Agent? YES / NO _____

Are you in debt to another Lessor or Agent? YES / NO _____

Have you applied for other rental properties recently YES / NO _____

Is there any reason known to you that would or could affect your rent payments YES / NO _____

Do you own a Lawnmower Yes No Do you have a trailer/ Caravan/ Boat/ Truck? Yes No

Further comments relevant to your application: _____

NEXT OF KIN (Emergency Contact - not living with you)

Name _____ PHONE: _____

Address: _____ RELATIONSHIP _____

REFERENCES: (not family members)

1. Name _____ Relationship: _____ How long known: _____

Address: _____ DAY TIME PHONE: _____

2. Name _____ Relationship: _____ How long known: _____

Address: _____ DAY TIME PHONE: _____

3. Name _____ Relationship: _____ How long known: _____

Address: _____ DAY TIME PHONE: _____

OCCUPATION

CURRENT OCCUPATION: _____ Net Weekly Income \$ _____

EMPLOYERS NAME: _____ PERIOD OF EMPLOYMENT _____

ADDRESS: _____ PH: _____ Fulltime/ Part-time/ Casual

IF EMPLOYED FOR LESS THAN 6 MONTHS

PREVIOUS OCCUPATION: _____ Net Weekly Income \$ _____

EMPLOYERS NAME: _____ PERIOD OF EMPLOYMENT _____

ADDRESS: _____ PH: _____ Fulltime/ Part-time/ Casual

IF YOU RECEIVE CENTRELINK PAYMENT (Statement required)

Type of Payment: _____ Total payment/ Fortnight \$ _____

DISCLAIMER AUTHORITY

I, THE SAID APPLICANT, DO SOLEMNLY AND SINCERELY DECLARE THAT:

- The information contained in this application is true and correct and was given of my own free will.
- I undertake to rent the property from ____/____/____ for a period of ____ months
- I undertake to pay the weekly rental of \$_____per week, and that the rental is within my means of support
- I undertake to pay a bond of \$_____ on signing of the rental agreement (by cash or bank Cheque – no personal cheques or Bond Transfers accepted).
- I agree that if this application is successful I will pay one week's rent to secure the property.
- I agree that should the bond and 2 weeks rent not be paid at the commencement of the Tenancy Agreement, I will not be permitted access to the property, I understand that I will be liable to pay the rent from the commencement date of the Tenancy Agreement, despite not being permitted access to the property until the bond and 2 weeks rent is paid.
- I agree that should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered by the lessor/Agent.
- I agree that all maintenance matters shall be directed to the Agent, in writing, for their attention.
- I agree that I shall keep no pets on the property unless written consent is given.
- I also understand that this application is subject to the owner's final approval and the present tenant giving vacant possession.
- I acknowledge that my personal contents insurance is not covered, under any lessor insurance policy and understand that it is my responsibility to insure my own belongings.

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity, to evaluate the application and to manage the tenancy. Personal information collected in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it is collected to other parties including (but not limited to) Lessor, referees, contractors, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent or lessor if the applicant enters into a Residential Tenancy Agreement and the Tenant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of tenancy reference database and/ or other agents.

Hereby in accordance with Section 18n (1) (b) of the Privacy Act, authorise you to give information to and obtain information from, all references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or capacity. I understand this information may be used to assess my application.

Name: _____

Signed _____ Date: _____