

## Tenant Application Information

**Applications will not be processed unless ALL information is supplied and each applicant must complete and sign a separate application form.**

**The property will not be secured until the application has been approved & the equivalent of two weeks rent has been paid to our office in cleared funds.**

### Approval Of An Application

If your application is approved we require you to pay the equivalent of two weeks rent and advise us of your commencement date within 24 hours or other applications will be re-considered.

### Payment Of Rent & Bond

Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond (cleared funds). This office **does not accept** bond transfers and **does not** transfer Department of Housing Bonds. We **do accept** Department of Housing Bonds.

### ALL MONIES MUST BE PAID IN CLEARED FUNDS PRIOR TO COLLECTING THE KEYS

### Bond Lodgement/Bond Refund

It is important to know, that all parties signing the bond lodgement form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing. If an amount has not been specified we will automatically split the bond equally between tenants.

### Signing of the Tenancy Agreement

All occupants must be present when signing the tenancy agreement. The keys will not be released unless all occupants have signed, shown photo identification and paid all monies in **cleared funds and in full**.

### Payment Of Rent

It is our company policy that all payments are made by electronic transfer. If you are transferring monies electronically please ensure that you use your unique bank code as the deposit reference.

### Electricity Connection / Telephone Connection

It is the tenant's responsibility to connect the electricity & telephone and to ensure that it is disconnected at the end of the tenancy. All connections costs and deposits are the tenant's responsibility.

For a simple, free & no fuss connection service ask us about **On The Move**—see information flyer attached to this application form.

**Integral - 1300 137 327    AGL 131 245    Telstra – 131 100**

### Condition Reports

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for the discrepancies when you vacate. You must return the condition report to our office within three (3) days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property (there is a maximum penalty of \$1500 under the Residential Tenancies Act for not returning a condition report). If we have not received your condition report by the fourth it will not be accepted.

# Coolum Coastal Property

6/1790 David Low Way, Coolum Beach 4573 Telephone (07) 5231 9831 [www.coolumcoastalproperty.com.au](http://www.coolumcoastalproperty.com.au) or [info@coolumcoastalproperty.com.au](mailto:info@coolumcoastalproperty.com.au)

## Application for Residential Tenancy

**Property Address:** \_\_\_\_\_

Have you inspected the property? Yes / No

### Applicant Details

Full Name:- \_\_\_\_\_

Date of Birth:- \_\_\_\_\_ Total number of Applicants applying for Property:- \_\_\_\_\_

Have you ever been known by any other name(s)? Yes / No

If yes, what other names(s) have you been known by? \_\_\_\_\_

Drivers Licence or Passport Number:- \_\_\_\_\_ State:- \_\_\_\_\_

Registration Number of Vehicle(s):- \_\_\_\_\_ Number of Vehicles:- \_\_\_\_\_

### Contact Details

Current Address:- \_\_\_\_\_

Mobile:- \_\_\_\_\_ Home Phone:- \_\_\_\_\_

Email:- \_\_\_\_\_ Work Phone:- \_\_\_\_\_

### Dependants

Do you have any dependants? Yes / No

Will they reside full time in the property? Yes / No If not, how often? \_\_\_\_\_

Dependants Full Name

Relationship to Applicant

Age of Dependant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Smoking

Are you or any of the dependants living with you a smoker? Yes / No

### Pets

Do you intend on keeping pets at the property? Yes / No

Number of Pets:- \_\_\_\_\_ Type of Pets & Breed :- \_\_\_\_\_

Are your pets registered with a council? Yes / No

If Yes, please state which council:- \_\_\_\_\_

### **Rental History**

**Current Residential Address:-** \_\_\_\_\_  
Period of Occupancy:- \_\_\_\_\_ Type of Occupancy:- Rent  Own  Other: \_\_\_\_\_  
Current Agent/Lessor (if renting) Agent/Lessor Phone Agent/Lessor Fax  
\_\_\_\_\_  
Current Rent \$ \_\_\_\_\_ per week Reason for Leaving:- \_\_\_\_\_

**Previous Residential Address:-** \_\_\_\_\_  
Period of Occupancy:- \_\_\_\_\_ Type of Occupancy:- Rent  Own  Other:- \_\_\_\_\_  
Current Agent/Lessor (if renting) Agent/Lessor Phone Agent/Lessor Fax  
\_\_\_\_\_  
Current Rent \$ \_\_\_\_\_ per week Reason for Leaving:- \_\_\_\_\_

### **Employment Details**

Are you employed? Yes / No  
Employment Status:- Full Time Part Time Casual Contract Self Employed  
Occupation:- \_\_\_\_\_ Net Income (per week) \$ \_\_\_\_\_  
Employer/ Business Name:- \_\_\_\_\_  
Person of Contact:- \_\_\_\_\_ Phone:- \_\_\_\_\_  
Length of Employment:- \_\_\_\_\_ Address of Employer :- \_\_\_\_\_

### **If Self Employed**

Business Name:- \_\_\_\_\_ ABN:- \_\_\_\_\_  
Address of Business:- \_\_\_\_\_  
How long have you been Self Employed? \_\_\_\_\_  
Accountants Name:- \_\_\_\_\_  
Accountants Address:- \_\_\_\_\_ Phone:- \_\_\_\_\_

### **Centrelink Payments**

Are you receiving regular Centrelink Payments? Yes / No  
Description of Payment/s :- \_\_\_\_\_  
Total income (per week) \$ \_\_\_\_\_ Period you have been receiving these payments? \_\_\_\_\_

### **Student Details**

Are you studying Full Time? Yes / No  
Name of Education institution you are currently attending? \_\_\_\_\_  
Student Identification Number:- \_\_\_\_\_  
Are you an overseas student? Yes / No If yes, Visa expiry date:- \_\_\_\_\_

### **Next Of Kin**

(Please provide details of preferred person to be contacted in the event of an emergency)

Name:- \_\_\_\_\_ Relationship:- \_\_\_\_\_

Address:- \_\_\_\_\_

Phone:- \_\_\_\_\_ Mobile:- \_\_\_\_\_

### **Personal References**

(Please do not list relatives, another applicant or partners and provide business hours contacts)

Name:- \_\_\_\_\_ Relationship:- \_\_\_\_\_

Address:- \_\_\_\_\_ Phone:- \_\_\_\_\_

Name:- \_\_\_\_\_ Relationship:- \_\_\_\_\_

Address:- \_\_\_\_\_ Phone:- \_\_\_\_\_

### **Please advise the following by selecting either Yes or No**

Have you ever been evicted by any agent/lessor? Yes / No

Is there any reason known to you that would affect your ability to pay rent? Yes / No

Was your rental bond at your last address refunded in full? Yes / No

Are you in debt to another agent/lessor? Yes / No

Please advise what deductions were made from your bond and/or why you are in debt to your past agent/lessor? \_\_\_\_\_

**You are required to meet at least 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.** Please tick the identifying documents you have provided with your application.

**At least one form of Photo Identification MUST be provided**

**70 Points**:-  Passport  Birth Certificate  Citizenship Certificate

**40 Points**:-  Drivers Licence  Proof of Age Card  Student Photo ID

**25 Points**:-  Medicare Card  Council Rates Notice  Motor Vehicle Registration

Bank Statement  Recent Utility Bill  Credit Card Statement

**You will also be required to supply the agency with proof of your income upon submission of your application**

**Employed**:- Last **FOUR** pay slips or bank statement

**Not Employed**:- Centrelink Statements

**Self Employed**:- Bank Statements, Group Certificate or Accountant's Letter

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessors insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in the application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in the application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, sales people and tenancy default databases. I acknowledge that I have received & reviewed the General Tenancy Agreement (Form18a), the standard terms and any special terms before completing this application. I acknowledge that I have received or have available the Information Statement (Form17a), body Corporate By-Laws (if applicable) before completing this section. I acknowledge that I have been made aware of the agency's Privacy Policy.

I wish to undertake a tenancy for a period of (please circle) 6 / 12 months to commence on the     /     / 20     at a rental price of \$

I understand that I am to pay a rental bond of (4 weeks) \$                    plus two weeks in advance on or before I take possession of the premises and sign a tenancy agreement.

In the event that the application is successful and acceptance is communicated and the two weeks rent is paid, but I decide not to proceed, I agree that one week's rent will be forfeited to your office.

If your application is declined your details will be disposed of.

Name of Applicant:- ..... Date:- .....

Signature:- .....

Agent To Witness:- ..... Date:-.....