

REALTOR Helensvale & Mudgeeraba & Robina

Address: Shop 6/175 Monterey keys Drive, Helensvale or 3/45 Railway Street Mudgeeraba
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Applicant
 number
 ____ of ____

Tenancy Application

| | | | |
|---|-------------------------------|---|--|
| I have inspected the property at | | (address) | |
| with Rob Murray on / / and wish to make application for tenancy. | | | |
| <u>PART 1 - Applicants Details</u> | | | |
| Full Name: | | Date of Birth: / / | |
| Address: | | Place of Birth | |
| Drivers Licence No. | Expiry / / | Passport No | Expiry Date |
| Contact : Home☎ | ☎ Mobile | <input type="checkbox"/> Email | |
| Australian Citizen ? Yes / No Refer to copies of Passport and Visa | | Visa Expiry Date / / | |
| I am currently Renting / Boarding / Own Home / Other | | | (please circle correct answer) |
| Rent per week \$ | Period of occupancy Months | Years | Reason for moving |
| Agent/Landlord | | <input type="checkbox"/> Business | <input type="checkbox"/> Fax |
| I am currently residing with (Names): | | | |
| At my Previous Address I was Renting / Boarding / Owned Home / Other | | | (please circle correct answer) |
| Previous Address | | | |
| Rent per week \$ | Period of occupancy Months | Years | Reason for moving |
| Agent/Landlord | | <input type="checkbox"/> Business | <input type="checkbox"/> Fax |
| Current Employers Name | | | |
| Current Employers Address | | | |
| <input type="checkbox"/> Business | <input type="checkbox"/> Fax | Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other | |
| Your Position | Period | Years | Months |
| | | Income \$ | Paid - weekly/fortnightly/monthly |
| Previous Employer Name (if less than 2 years in current) | | | |
| Period of employment: | | Contact name: | <input type="checkbox"/> Business |
| If Self-Employed or Studying – Please complete the relevant details below: | | | |
| Company Name & Trading Name | | | |
| Address | | | ABN |
| Period self employed | | Years | Months |
| | | Industry/ Nature of Business | |
| Total Annual Income (as declared to Australian Taxation Office)\$ | | | <i>Attach income statement by Accountant or ATO Return</i> |
| Accountant Details | | <input type="checkbox"/> Business | |
| Creditor Referee | | <input type="checkbox"/> Business | |

Tenancy Application

| | | | |
|---|-------------------------------|---|---|
| I have inspected the property at | | (address) | |
| with Rob Murray on / /2016 and wish to make application for tenancy. | | | |
| <u>PART 2 - Applicant 2</u> | | | |
| Full Name: | | Date of Birth: / / | |
| Address: | | Place of Birth | |
| Drivers Licence No. | Expiry / / | Passport No | Expiry Date |
| Contact : Home | Mobile | <input type="checkbox"/> Email | |
| Australian Citizen ? Yes / No Refer to copies of Passport and Visa | | Visa Expiry Date / / | |
| I am currently Renting / Boarding / Own Home / Other (please circle correct answer) | | | |
| Rent per week \$ | Period of occupancy Months | Years | Reason for moving |
| Agent/Landlord | | <input type="checkbox"/> Business | <input type="checkbox"/> Fax |
| I am currently residing with (Names): | | | |
| At my Previous Address I was Renting / Boarding / Owned Home / Other (please circle correct answer) | | | |
| Previous Address | | | |
| Rent per week \$ | Period of occupancy Months | Years | Reason for moving |
| Agent/Landlord | | <input type="checkbox"/> Business | <input type="checkbox"/> Fax |
| Current Employers Name | | | |
| Current Employers Address | | | |
| <input type="checkbox"/> Business | <input type="checkbox"/> Fax | Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other | |
| Your Position | Period | Years | Months |
| | | Income \$ | Paid - weekly/fortnightly/monthly |
| Previous Employer Name (if less than 2 years in current) | | | |
| Period of employment: | | Contact name: <input type="checkbox"/> Business | |
| If Self-Employed or Studying – Please complete the relevant details below: | | | |
| Company Name & Trading Name | | | |
| Address | | | |
| ABN | | | |
| Period self employed | | Years | Months |
| | | Industry/ Nature of Business | |
| Total Annual Income (as declared to Australian Taxation Office)\$ | | | Attach income statement by Accountant or ATO Return |
| Accountant Details | | <input type="checkbox"/> Business | |
| Creditor Referee | | <input type="checkbox"/> Business | |

PART 3

Details of all Vehicles to be kept at Property

| | | |
|-----------------|-------|-----------------------|
| Registration No | Model | Owned / Hire Purchase |
| Registration No | Model | Owned / Hire Purchase |

Occupancy Details of all Persons to Reside at Property, including children

| Name Relationship | Address | Date of Birth |
|----------------------|---------|---------------|
| | | / / |
| | | / / |
| | | / / |
| | | / / |
| | | / / |

| Type of Pets | Age in years | Registered with which Local Council ? |
|--------------|--------------|--|
| 1. | | |
| 2. | | |

Do you have this pet at your Current Address? Yes/No

Emergency Contact Details of Closest Relatives who will not be Residing with You

| 1. Name | Relationship | 2. Name | Relationship |
|---------|--------------|---------|--------------|
| Address | | Address | |
| ☐ H | ☐ W | ☐ H | ☐ W |
| | ☐ M | | ☐ M |

Personal Referees who are NOT “RELATIVES”

| Name | Occupation | ☐ Business Hours Contact |
|------|------------|-----------------------------------|
| 1. | | ☐ Mob ☐ Work |
| 2. | | ☐ Mob ☐ Work |

Supporting Documents Checklist. IMPORTANT! You must supply your own copies. We do not do photocopies for you, so please DO NOT turn up at our office asking us to copy your documents! Thank you.

| | | |
|---|---------|------------|
| 1. Drivers Licence, Passport, Birth Cert. Other Photo ID, Entry VISA | _____ | 40 |
| 2. Recent /Current Pay Slip , Centrelink statement of income | _____ | 30 |
| 3. Last four rent receipts/copy of rent payment ledger/rate notice | _____ | 20 |
| 4. Current vehicle registration certificate, bank statement, credit card statement , utilities accounts, Pension Card, Health Care Card | _____ | 10 |
| TOTAL POINTS ACHIEVED WITH MY DOCUMENTS | _____ / | 100 |

| OFFICE USE ONLY – PLEASE INITIAL THAT THIS HAS BEEN COMPLETED | |
|---|---|
| Supporting Documents received | Application is Fully Signed |
| Original ID Signatures Match | Other Applicants? Yes/No |
| Applicant Given 18 A & 17 A | Applicant Advised? Yes/No – Nominated Contact |

PART 4 – APPLICANT’S DECLARATION AND AUTHORITY

| | |
|--|--|
| 1. I/We have inspected the property and wish to offer to enter into a tenancy agreement for the property from / / at a rent of \$ per week for ____ months/years. | Yes / No |
| 2. I/We understand that upon acceptance of this offer that I/we am/are legally bound the tenancy agreement and will make the initial payment within 24 hours of acceptance being conveyed (by bank cheque or money order). | Yes / No |
| 3. I accept that in the event that this application is not approved, the agent reserves the right not to disclose the reason for non approval. | Yes / No |
| 4. I understand that Connect may be in contact to assist me with connection of services to the premises such as electricity and telephone <u>at no extra cost.</u> | Yes / No |
| 5. I also acknowledge that if a tenancy results from this application, the insuring of my personal belongings is my responsibility | Yes / No |
| 6. I have never been evicted by an agent/lessor | <input type="checkbox"/> True <input type="checkbox"/> False |
| 7. I am not in debt to another agent/lessor | <input type="checkbox"/> True <input type="checkbox"/> False |
| 8. I have no known reason that would affect my ability to pay rent | <input type="checkbox"/> True <input type="checkbox"/> False |
| 9. My bond was refunded at my last address in full | <input type="checkbox"/> True <input type="checkbox"/> False |
| 10. I declare that the information provided is true and correct. I consent to verification of my details on the Tenancy Information Centre of Australasia (T.I.C.A) and the National Tenancy Database (N.T.D) records. | Yes / No |
| 12. I am not bankrupt or an undischarged bankrupt | <input type="checkbox"/> True <input type="checkbox"/> False |

Privacy Authority:

I/We understand and agree that the primary purpose of providing the information contained in this application is to enable the agent to confirm our identification, character, credit worthiness and any other matter in ascertaining our suitability as tenants for the property. I/We also understand and authorize the agent to verify and obtain further information from third parties, including but not limited to employers, private lessors, real estate agents, personal referees, next of kin or any other parties named in this application for the purpose of verifying the information supplied, including the provision of a rent payment history printout. This is an enduring authority given by me which retains effect for the duration of any tenancy.

Furthermore, I understand and consent to REALTOR disclosing my personal information to third parties, including but not limited to the property owner, bodies corporate, valuers, tradespeople and service providers, or any other party reasonably requiring this information in connection with my application and/or tenancy. I/We do authorise REALTOR to retain and use my details for marketing purposes within their organization only, provided that I can unsubscribe and have my details removed within 7 days at any time by providing a written request.

| | | |
|---|--|-----------------|
| Applicant 1 Name & Signature | | Date / / |
| Applicant 2 Name & Signature | | Date / / |

FINAL Applicant Checklist - Before I submit this application, I have.....

| | |
|--------------------------|--|
| <input type="checkbox"/> | Inspected the property both internally and externally, including (#)_car spaces |
| <input type="checkbox"/> | Completed one application, in full, for every applicant |
| <input type="checkbox"/> | Attached photocopies/provided originals of documents for copying to meet the 100 point requirement as detailed in Part 2 above |
| <input type="checkbox"/> | Completed the application form in full including all phone and fax numbers |
| <input type="checkbox"/> | If a Non Australian Residents I HAVE provided the original VISA and PASSPORT with this application |

If your application is approved one weeks rent must be paid by EFT within 24 hours this is non refundable if you change your mind

| ITEM | CALCULATION | \$ PAYABLE |
|---|-------------|------------|
| Rent – first 2 weeks rent | 2 x \$ = | \$ |
| Bond – 4 times weekly rent NB: If rent is over \$700pw, bond may be more than 4 weeks rent | 4 x \$ = | \$ |
| TOTAL PRE-MOVING IN COST | | \$ |