

APPLICATION INSTRUCTIONS

1. All details are to be printed clearly and completed in full.
2. If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
3. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
4. Should your application be successful we will require the following:
 - i. Within **24 hours** of notification from Queensland Coast Realty, you will be required to pay **one (1) week rent** payable by **Money Order, Bank Cheque or Electronic Transfer** (made payable to **Queensland Coast Realty**). If the one (1) weeks rent is **not received within 24 hours**, the property will be relet for the next approved applicant. If you forfeit the agreement the first weeks rent is NON-REFUNDABLE
 - ii. It is also agreed you are to pay 2 weeks rent in advance and 4 weeks bond prior to collection of keys – properties priced higher than \$700p.w may attract a higher bond
 - iii. **Please note we do not accept Personal Cheques, cash, or agency bond Transfers**

Rental Property Details

Address: **Postcode:**

Rental Amount \$ Weekly OR \$ Monthly

Bond Amount \$ Payable to Qld Coast Realty

Preferred Tenancy start date: / / **Term:** Mths

How many people will reside at the property?

Adults: **Children:** Age of Children:

Smoker: ☐ Yes ☐ No **How you heard about property:**

PETS? If yes, how many? Type/breed?

Applicant Details

Title: **Family or Surname:**

Given Name/s:

Date of Birth: / / **Home Ph:**

Work Ph: **Mobile Ph:**

Email address:

Australian Driver's Licence No:

State: **Expiry date:**

Passport No (if applicable):

Country: **Expiry date:**

Pension No (if applicable):

Type: **Expiry date:**

Own Motor Vehicle? ☐ Yes ☐ No

Car Make/Model:

Car Rego State

Current Address:

..... Postcode:

How long at this address: Years Months

If Rented - Rent paid \$ Per week

Current landlord/agent:

Phone no. of landlord/agent:

Reason for leaving:

Previous Address:

..... Postcode:

How long at this address: Years Months

Previous landlord/agent:

Phone no. of landlord/agent:

Reason for leaving:

Current Employer:

Occupation:

☐ Full time ☐ Part time ☐ Casual

Length of Employment: Years Months

Net Income per week: \$

Address:

..... Postcode:

Contact person: Phone:

(If self, employed, please list accountant's contact details)

Previous Employer:

Length of employment: Years Months

Address:

..... Postcode:

Contact person: Phone:

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant's Signature: **Date:**

References (No family or current employer contacts)

1. Name:

Relation to the applicant:

Home Ph: Work Ph:

Mobile Ph:

2. Name:

Relation to the applicant:

Home Ph: Work Ph:

Mobile Ph:

If you receive a Centrelink Payment

(Copy of most recent payment statement to be supplied)

Type of payment:

Customer Reference Number (CRN):

Emergency contact / Next of Kin:

1. Name:

Relationship to the applicant:

Address:

Home Ph: Mobile Ph:

2. Name:

Relationship to the applicant:

Address:

Home Ph: Mobile Ph:

If you are a student Name of Institution:

Faculty / Department:

Student Identification (ID) Number:

Income source: Net weekly income: \$



MAKES MOVING EASY



Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity Gas Phone Internet Removals Pay TV Truck or van hire Cleaners Insurance☐

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature of applicant _____ Date:...../...../.....

☐

Application sent to Direct Connect (if required)

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicant's Name:

Signed by Applicant: Dated:

TENANCY APPLICATION

Queensland Coast Realty welcomes your application and any queries you have. The following information and checklist will assist you to complete the tenancy applications so that it can be processed as quickly as possible.

Please read prior to completing your application:

1. This application cannot be processed until it is complete with copies of supporting documents attached.
2. The property manager will contact you within 24 hours (working days) once the application had been received.
3. This application must be accompanied by copies of documents from those listed below for the 100 point identification check. Your original drivers licence and passport will be required to be sighted at the time of handing in your application.

PLEASE NOTE:

YOU MUST INCLUDE **AT LEAST ONE ITEM FROM EACH SECTION** AND ALL IDENTIFICATION MUST BE **PHOTOCOPIED PRIOR TO SUBMITTING**.

SECTION ONE

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	20

SECTION TWO

<input type="checkbox"/>	Current Wage Advise	30
<input type="checkbox"/>	Previous Tenancy Reference	30

SECTION THREE

<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor Vehicle registration certificate	10
<input type="checkbox"/>	Current Bank Statement	10
<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Gas Account	10
<input type="checkbox"/>	Pet Registration Papers	10

Total Points: _____

APPLICATION CHECKLIST

Before I submit this application, have I...

- ☐ Attached photocopies of documents to meet 100 or more points of ID (see above)
- ☐ Inspected the property both internally and externally
- ☐ Completed all details in full on the application form
- ☐ Provided all contact details and documentation for confirmation of income source
- ☐ Read and the signed the Notice of Collection of Personal Information & Signed giving consent.