

TENANCY APPLICATION

AGENCY NAME CALOUNDRA CITY REALTY
ADDRESS 35 BOWMAN RD, CALOUNDRA QLD 4551
PHONE (07) 5491 9500
FAX (07) 5491 9616
EMAIL rentals@caloundracityrealty.com.au



PROPERTY ADDRESS FOR RENT _____

DATE PROPERTY WAS INSPECTED _____

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- One Application is to be completed per person.
- Our Agency will contact you within 48 hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Eftpos or Direct Deposit.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.
- **This Application cannot be accepted or processed until it is completed and signed, including Privacy Acknowledgement & all supporting documents supplied. Refer to the below list of accepted documents.**

<u>1 x PROOF OF IDENTITY</u>	<u>2 x PROOF OF RESIDENCY</u>		<u>1 x PROOF OF INCOME</u>
Passport	Rent Receipts	Car Registration	Two Recent Pay Slips
Driver's Licence	Electricity Account	Telephone Account	Bank Statement
Proof of Age Card	Gas Account	Rates Notice	Centrelink Statement
	Other _____		

OFFICE USE ONLY

- Application completed & signed
- Privacy Acknowledgement signed
- All Supporting Documents supplied

- Entered into AppTracker
- AppTracker ID # _____

Supporting Documents still required

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name _____ Phone _____


APPLICANT'S DETAILS

Full Name

Date of Birth

Drivers Licence No.

Expiry

 Mobile Home Work


Email

Pets No Yes If Yes: Indoor Outdoor What Kind of Pet?**TENANCY DETAILS****CURRENT ADDRESS**

Rent per Week

Period of Occupancy

Agent/Landlord

 Business Fax

Reason for Leaving

Do you expect the Bond to refunded in full Yes No Why:**PREVIOUS ADDRESS**

Rent per Week

Period of Occupancy

Agent/Landlord

 Business Fax

Reason for Leaving

EMPLOYMENT

Current Employer

Your Position

 Full Time Part Time Casual Contract

Length of Employment

Pay day

each week/fortnight/month

Payroll/Manager's Name

 Business**If Self Employed**

Company Name

Trading As

Address

ABN

Period Self Employed

Industry/Nature of Business

Accountant Details

 Business

Creditor Referee

 Business**Income** (specify Gross \$ per week and provide verification)

Employment

\$

Self Employment

\$

Other

\$

TOTAL

\$

CALOUNDRA CITY REALTY

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Email: rentals@caloundracityrealty.com.au

Web: www.caloundracityrealty.com.au



caloundra
city realty

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operate business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Caloundra City Realty**. I authorise **Caloundra City Realty** to collect information about me from:

- My previous letting Agent and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Caloundra City Realty** subscribes. I can refer to their PDS via: www.tica.com.au

I authorise **Caloundra City Realty** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary & secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

UTILITY CONNECTIONS

By ticking this box, successful applicants agree to be contacted by one of our **Caloundra City Realty** Movologists to discuss the connection of services such as electricity, gas, water and broadband. We can also source obligation free quotes for removalist, storage, cleaning, maintenance services and much more.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	