

# 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 \_\_\_\_\_

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 staff will contact you within 24-48 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.
- This Application cannot be processed until it is completed, including copies of supporting documents attached as required. Mandatory documents include either a Driver's Licence, Passport, Proof of Age Card and, also, at least two documents to verify your current residential address and at least one document to verify income details. Submit copies of the documents with your Application. Refer to the following list of accepted documents.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

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

Applicant Checklist – Before I submit this Application, I have;

- Attached photocopies of documents
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement and Privacy Consent

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

\$

**If a Student or Not Currently Employed**

Student ID #	Institution	Course	Duration
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Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter       Centrelink Document       Bank Statements       Other

**VEHICLES TO BE KEPT AT PROPERTY**

Registration Number	Model	Owned/Hire Purchase
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Other

**OCCUPANCY DETAILS (of Persons to Reside at Property other than Applicants, including Dependants)**

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

**EMERGENCY CONTACT DETAILS (of Closest Relatives who will not be Residing with You)**

1. Name	2. Name
Relationship	Relationship
Mobile	Mobile
Home/Work	Home/Work

**THREE PERSONAL REFEREES WHO ARE NOT RELATIVES**

1. Name	Association
Mobile	Home/Work
2. Name	Association
Mobile	Home/Work
3. Name	Association
Mobile	Home/Work

**DECLARATIONS – Applicant to Complete and Provide Details as Required**

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I understand that if the nominated Applicant is advised this Application is approved then within 24hrs, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent.

Pre-moving in costs as itemised below are to be paid by CASH, BANK CHEQUE or DIRECT DEPOSIT made payable to Caloundra City Realty.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<i>Rent – first 2 weeks rent</i>	2 x \$	= \$	<i>Must be paid within 24 hours of approval</i>
<i>Bond – 4 times weekly rent</i>	4 x \$	= \$	<i>Full Bond must be paid before keys are given</i>
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	<i>Total to be paid BEFORE moving in</i>

**APPLICANT SIGNATURE:**

**DATE:**

**WITNESS SIGNATURE:**

**DATE:**

## CALOUNDRA CITY REALTY

35 Bowman Road, Caloundra QLD 4551

Phone: (07) 5491 9500 Fax: (07) 5491 9616

Email: [rentals@caloundracityrealty.com.au](mailto:rentals@caloundracityrealty.com.au)

Web: [www.caloundracityrealty.com.au](http://www.caloundracityrealty.com.au)



### 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](http://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

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. **Caloundra City Realty** and **Direct Connect** are authorised to contact me direct regarding the CONNECTION of these utility services.

### 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	