

TENANCY APPLICATION FORM

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 in completing the Tenancy Application so it can be processed promptly.

Applications Will Not Be Processed Unless All Information Is Supplied

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions. All occupants over the age of 18 years old, must fill out an application form.

APPLICATION PROCESS

- Complete one Application Form per person. Children may be included on a Parent or Guardian's Application.
- Include evidence of your income eg. Pay slip or if self employed, a letter of income verification from your Accountant, Centrelink documents, Scholarship documents.
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

100 POINTS – OPTION LIST					
Drivers Licence	40 points	Other Photo ID	30 points	Current vehicle registration	10 points
Passport	40 points	Recent Wage Advice	30 points	Bank/Credit Card Statement	10 points
Birth Certificate	40 points	Previous Tenancy History-Ledger	30 points	Telephone/Electricity/Gas Acct	10 points
18+ Card	30 points	Previous four rent receipts	20 points	Pension/Health Care Card	10 points

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

- Please be aware Bond Transfers are NOT an option.
- Incomplete Applications cannot be processed.
- If you require assistance to complete the form, please ask, as we are here to help.

If you have a pet, a photo of each pet must be provided.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48hours and advise you by phone. If we are unable to contact all your referees, this process may take longer.

INFORMATION VERIFICATION BY OUR AGENCY

To verify your Application information, we contact Tenancy Databases eg. TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Owner and personal referees.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to sign a Tenancy Agreement and Bond Lodgement form within 24 hours of approval. **All approved Tenants must be present to sign the Tenancy Agreement.**

PAYMENT OF RENT AND BOND

Once the Tenancy Agreement has been signed you will be required to pay rent and bond. Personal cheques will not be accepted when paying the initial monies. **This office does not accept full bond transfers.**

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID, which include mandatory documents

- Inspected the Property both internally and externally

- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

- Completed the Pet Application & Agreement form if pets are to reside at the Property

PROPERTY ADDRESS FOR RENT :**How did you find out about this Property**

Internet Newspaper Sign Referral Other

Applicant One Details

Name

Date of Birth

Current Address

Drivers Licence No.

Expiry

Passport No

Expiry

☎ Mobile

☎ Business

Email

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date

Current Tenancy Details if applicable

Rent per week

\$

Period of occupancy

Years

Months

Agent/Owner

☎ Business

Email

Do you expect the Bond to be refunded in full Yes No Why:

Previous Address

Rent per week

\$

Period of occupancy:

Years

Months

Agent/Owner

☎ Business

Email

Employment

Current Employer

Your Position

 Full Time Part Time Casual Contract

Length of Employment

Years

Months

Pay day is

of each: week / fortnight / month

Payroll / Manager's Name

☎ Business

Email

If Self Employed

Company Name

Trading As

Address

ABN

Period self employed

Years

Months

Industry/ Nature of Business

Accountant Details

☎ Business

Creditor Referee

☎ Business

Income

Source – List below

\$Gross per annum (Verification required)

• Employment

\$

• Self Employment

\$

• Other:

\$

• Other:

\$

TOTAL

\$

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
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Currently not employed or a Student.

Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter Centrelink Document Bank Statements Austudy Document Other

Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
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Registration No	Model	Owned / Hire Purchase
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Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age
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Pets No Yes: Refer to attached Pet Application and Agreement completed

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

1. Name	2. Name
Address	Address
Relationship	Relationship
☎ M	☎ M

Personal Referees who are not Relatives

Name	Relationship	☎ Business Hours Contact
1.		☎ Mob
2.		☎ Mob

Applicant Two Details

Name	Date of Birth		
Current Address			
Drivers Licence No.	Expiry	Passport No	Expiry
☎ Mobile	☎ Business		
Email			

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date

Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Owner	☎ Business			
Email				
Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No Why:				

Previous Address

Rent per week	\$	Period of occupancy	Years	Months
Agent/Owner	☎ Business			
Email				

Employment

Current Employer	Your Position			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name	☎ Business			
Email				

If Self Employed

Company Name	Trading As			
Address	ABN			
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details	☎ Business			
Creditor Referee	☎ Business			

Income

Source – List below	\$Gross per annum (Verification required)
• Employment	\$
• Self Employment	\$
• Other:	\$
• Other:	\$
TOTAL	\$

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

Details of all Vehicles to be kept at Property

Registration No

Model

Owned / Hire Purchase

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

Name

Address

Age

Pets No Yes: Refer to attached Pet Application and Agreement completed**Emergency Contact Details of Closest Relatives who will not be Residing with You**

1. Name

2. Name

Address

Address

Relationship

Relationship

☐ M

☐ WM

Personal Referees who are not Relatives

Name

Relationship

☐ Business Hours Contact

1.

☐ Mob

2.

☐ Mob

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Owner or Agent?

No

Yes:

Are you in debt to another Owner or Agent?

No

Yes:

Is there any reason known to you that would affect your ability to pay rent when due?

No

Yes:

Was your Bond at your last address refunded in full?

Yes

No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.

Yes

No:

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 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by **DIRECT DEPOSIT made payable to INSERT DETAILS.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$ =	\$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$ =	\$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT ONE SIGNATURE

Date

APPLICANT TWO SIGNATURE

Date

KEYS REALTY GOLD COAST

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated 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.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. 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 **Keys Realty Gold Coast** I authorise **Keys Realty Gold Coast** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **TICA** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise **Keys Realty Gold Coast** 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 and 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.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Keys Realty Gold Coast** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

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



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

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's Name		
Applicant's Signature		
Date		