

Application Form for Residential Tenancy

Shop 3, 1792 David Low Way
Coolum Beach QLD 4573
Phone: (07) 5446 4573 Fax: (07) 5446 4949
Email: rentals@rwcoolum.com.au

**THIS APPLICATION WILL NOT BE PROCESSED UNLESS SUPPLIED WITH CLEAR
PHOTOCOPIES OF THE BELOW REFERENCES & IDENTIFICATION**

Property Address:

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

THIS OFFICE IS A MEMBER OF: **TENANCY INFORMATION CENTRE OF AUSTRALIA (TICA) AON INSURANCE LIMITED**
BEFORE ANY APPLICATION WILL BE CONSIDERED, **EACH APPLICANT** MUST ACHIEVE
AND SUPPLY A MINIMUM OF **100 CHECK POINTS**

YOU MUST PROVIDE ONE FROM THE FOLLOWING 3 OPTIONS:

Drivers Licence	40 points
Student Photo ID	40 points
Passport	70 points

PLUS AT LEAST ONE OF THE FOLLOWING OPTIONS:

Centrelink Statement of Income	20 points
Last four (4) Payslips	10 points

PLUS A CURRENT BANK STATEMENT 10 points

PLUS ANY OF THE FOLLOWING ITEMS TO MAKE UP FOR THE 100 POINTS:

Full Birth Certificate	70 points
Citizenship Certificate	70 points
Last four (4) Rent Receipts	50 points
Centrelink Card	40 points
Department of Veterans Affairs card	40 points
Telephone, Electricity, Gas Account	25 points
Motor vehicle registration	25 points
Bank Card, Medicare Card	25 points
Council Rates notice	25 points
Bank / Credit Card Statement	25 points

**** IF YOU HAVE OWNED YOUR OWN HOME.** We will need to see proof of home ownership in the form of previous rates notice, mortgage loan statement or copy of sale contract **

**** IF YOU ARE SELF EMPLOYED.** We will need to see proof of tax return, business registration or copy of the current profit & loss statement **

Should you not meet the 100 check points, please ask to speak with Property Manager

PROPERTY ADDRESS				
Applicant's Full Name & Current Address	Name			
	Address			
	Email Address			
Personal Details	Date of Birth / /	Place of Birth		
	Driver's Licence #	Expiry Date		
	Passport #	Expiry Date		
Contact Details	Mobile #	Business #		
Current Rental Details	Rent per week \$	Period of Occupancy	Months Years	
	Agent/Landlord	Business #		
	Mobile #	Fax #		
	Reason for leaving:			
Previous Address	Address:			
	Rent per week \$	Period of Occupancy	Months Years	
	Agent/Landlord	Business #		
	Mobile #	Fax #		
	Reason for leaving			
Employment	Current Employer	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual		
	Your Position			
	Length of	Years	Contact #	
	Employment	Months	Contact Email	
	Total Annual Income (as declared to the Australian Taxation Office)		\$	
	Frequency of Payments	Weekly	Fortnightly	Monthly
If Self employed	Company Name	Trading As		
	Address			
	ABN	Industry		
	How long have you been self employed?		Years	Months
	Total Annual Income (as declared to the Australian Taxation Office)		\$	
	Accountant	Office #		
	Creditor	Office #		
	Creditor	Office #		
If a Student or Not Currently Employed	VERIFICATION OF INCOME MUST BE PROVIDED WITH THIS APPLICATION FORM			
	Student ID #	Institution	Faculty	
	Course		Duration	
	<input type="checkbox"/> Currently Not Employed Please indicate documents below supplied with this application to confirm income source:			
	<input type="checkbox"/> Parent / Guardian Letter	<input type="checkbox"/> Centrelink Documents	<input type="checkbox"/> AUSTUDY Documents	
	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Other		
Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No - copies of Passport and Visa attached Visa Expiry / /			

Vehicle Information	Total Number of Vehicles to be Kept at the Premises		
	Registration #	Model	Owned / Hire Purchase
	State		
	Registration #	Model	Owned / Hire Purchase
	State		
Occupancy Details <i>Full names and ages of all other people, including children, who will be residing at the property</i>	Name		Age
Pets	<input type="checkbox"/> No <input type="checkbox"/> Yes	Age	Type Breed
	<input type="checkbox"/> Pet Application & Agreement Form completed, signed and included with this application		
Emergency Contact <i>Details of the closest relatives who will not be residing with you</i>	Name		Name
	Relationship		Relationship
	Address		Address
	Home #		Home #
	Work #		Work #
	Mobile		Mobile
	Email		Email
Personal Referees <i>Please ensure each has agreed for you to nominate them as a Referree</i>	Name	Occupation	Business Hours Contact Details

DECLARATION - Applicant to complete and provide supporting documentation if required

- Have you ever been evicted by a Lessor or Agent? No Yes
- Have you ever been refused another property by a Lessor or Agent? No Yes
- Are you indebted to another Lessor or Agent? No Yes
- Was your rental bond at your last address refunded in full? No Yes NA
- Is there any reason you know that would affect your ability to pay rent when due? No Yes
- Do you smoke? No Yes

I declare the information provided is true and correct. I consent to verify details via the tenancy Information Centre of Australia (TICA) and National Database records.

I apply for Tenancy for a period of _____ at a rental of \$_____ per week commencing on _____

I have been given a copy of the General Tenancy Agreement Terms and any Special Terms to read before submitting this application.

I understand that if the nominated Applicant is advised that this Application has been approved then within 24 hours all approved Applicants are required to sign the General Tenancy Agreement and pay 2 weeks rent within 48 hours to secure the Property.

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, the Tenant is responsible to pay rent until a replacement Tenant is secured and the associated costs for breaking the Tenancy Agreement.

Applicant Signature		Date	
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RICHARDSON & WRENCH COOLUM

Shop 3, 1792 David Low Way, Coolum Beach Qld 4573

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the Privacy Act 1988 and the Australian Privacy principles. We collect information about you from your previous Lessors and Letting Agents, your Employers and Referees. We 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. A copy of the Privacy Policy is freely available on our website: www.rwcoolum.com.au or upon request.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **Richardson & Wrench Coolum** 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, incorrect or out of date. If your application is not successful it will be stored securely for a period of 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 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 **Richardson & Wrench Coolum**. I authorise **Richardson & Wrench Coolum** 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 **Richardson & Wrench Coolum** subscribes. I can refer to their Privacy Disclosure Statements via www.tica.com.au and www.ntd.com.au

I authorise Richardson & Wrench Coolum to refer my name and contact details to any 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 required by law.

MARKETING CONSENT

I understand the Agency may need to contact me about property related information eg properties to 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 Richardson & Wrench Coolum to use the phone details provided in this Application to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other

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. Direct Connect is authorised to contact me 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	
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Applicant Signature	
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Date	
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