



# APPLICATION FORM

1792 David Low Way Coolum Beach QLD 4573 Phone: (07) 5446 4573 [rentals@rwcoolum.com.au](mailto:rentals@rwcoolum.com.au)

Property Address:

**NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS**

This office is a member of **TENANCY INFORMATION CENTRE OF AUSTRALIA (TICA)** before any application will be considered, **EACH APPLICANT** must achieve & supply a minimum of **100 CHECKPOINTS**

**YOU MUST PROVIDE ONE FROM THE FOLLOWING 3 OPTIONS:**

- 70 Points: Passport, birth certificate, citizenship certificate
- 40 Points: Australian Drivers License, student Identification Card, proof of Age Card

**PLUS AT LEAST ONE OF THE FOLLOWING OPTIONS:**

- 40 Points: Centrelink Card, DVA card, last four rent receipts
- 25 Points: Medicare Card, Vehicle registration, Telephone/electricity Account, Bank statement, Centrelink Statement, last four payslips

**\*\* 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

**DECLARATION** - Applicant to complete and provide supporting documentation if required

Have you ever been evicted by a Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever been refused another property by a Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Was your rental bond at your last address refunded in full?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is there any reason you know that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you smoke?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

***I/we confirm the following:***

*During my inspection of the Property on \_\_\_/\_\_\_/\_\_\_ I found it to be in a satisfactory condition. YES | NO  
If "No" I request the following items are attended to prior to my tenancy, subject to the Lessors approval.*

I/we are unable to view the premises and would like to submit an application sight unseen. I/We confirm that we have been informed of the risks taking a property sight unseen and cannot hold R&W Coolum responsible for the layout/presentation/quality of the property and understand once we sign a General Tenancy Agreement we are obligated to adhere to terms and conditions associated within.

Name: \_\_\_\_\_ Signature(s): \_\_\_\_\_

**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.

Name: \_\_\_\_\_ Signature(s): \_\_\_\_\_

<b>Applicant's full Name</b>	<b>Name:</b>			
<b>Personal Details</b>	Date of Birth                    /           /			
	Drivers Licence No.		Expiry Date	
<b>Applicant's Contact Details</b>	☎ Home		☎ Business	
	☎ Mobile		Email:	
<b>Current Rental / Address Details</b>	<b>Address:</b>			
	Rent/Mortgage pw: \$		Period of occupancy:	
	Agent/Landlord:		Reason for leaving:	
	Mobile #		Business #	
	Have you recently sold or rented your property?		<i>Yes/ No – please provide details of agent involved</i>	
<b>Previous Address</b>	<b>Address</b>			
	Rent/Mortgage pw: \$		Period of occupancy	
	Agent/Landlord:		Reason for leaving:	
	Mobile #		Business #	
<b>Employment</b>  <i>Please ensure employer has been informed as they will be called to confirm details</i>	<b>Current Employer</b>			
	<input type="checkbox"/> Full Time			
	<input type="checkbox"/> Part Time <input type="checkbox"/> Casual			
	Your Position:		Supervisor's Name:	
	Length of Employment	of	Years	Mobile#
			Months	Business #
Currently I am paid \$                    (net)                    each week / fortnight / month (circle relevant)				
<b>If Self Employed</b>  <i>Please ensure accountant has been informed as they will be called to confirm details</i>	<b>Company Name</b>		Trading As	
	Address			
	ABN		Industry/ Nature of Business	
	How long have you been self-employed?			
	Total Annual Income (as declared to Australian Taxation Office)                    \$			
	Accountant		Business #	
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student ID #	Course:	Duration:	
	<input type="checkbox"/> Currently not employed - please supply documents to support income to afford the rent			
<b>Emergency Contact Details</b>  <i>closest relatives who will <u>not</u> be residing with you</i>	Parent/ guardian	Centrelink Documents	Bank Statement    Other	
	Name		Name	
	Relationship		Relationship	
	Address		Address	
	☎ Work/Mobile		☎ Work/Mobile	
	<b>Personal References</b>  <i>(no relatives or references as above)</i>	<b>Name</b>	<b>Relation</b>	<b>☎ Business Hours Contact</b>

<b>Applicant's full Name</b>	<b>Name:</b>			
<b>Personal Details</b>	Date of Birth                    /           /			
	Drivers Licence No.		Expiry Date	
<b>Applicant's Contact Details</b>	☎ Home		☎ Business	
	☎ Mobile		Email:	
<b>Current Rental / Address Details</b>	<b>Address:</b>			
	Rent/Mortgage pw: \$		Period of occupancy:	
	Agent/Landlord:		Reason for leaving:	
	Mobile #		Business #	
	Have you recently sold or rented your property?		<i>Yes/ No – please provide details of agent involved</i>	
<b>Previous Address</b>	<b>Address</b>			
	Rent/Mortgage pw: \$		Period of occupancy	
	Agent/Landlord:		Reason for leaving:	
	Mobile #		Business #	
<b>Employment</b>  <i>Please ensure employer has been informed as they will be called to confirm details</i>	<b>Current Employer</b>			
	<input type="checkbox"/> Full Time			
	<input type="checkbox"/> Part Time <input type="checkbox"/> Casual			
	Your Position:		Supervisor's Name:	
	Length of Employment	of	Years	Mobile#
			Months	Business #
Currently I am paid \$                    (net)                    each week / fortnight / month (circle relevant)				
<b>If Self Employed</b>  <i>Please ensure accountant has been informed as they will be called to confirm details</i>	<b>Company Name</b>		Trading As	
	Address			
	ABN		Industry/ Nature of Business	
	How long have you been self-employed?			
	Total Annual Income (as declared to Australian Taxation Office)                    \$			
	Accountant		Business #	
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student ID #	Course:	Duration:	
	<input type="checkbox"/> Currently not employed - please supply documents to support income to afford the rent			
<b>Emergency Contact Details</b>  <i>closest relatives who will <u>not</u> be residing with you</i>	Parent/ guardian	Centrelink Documents	Bank Statement    Other	
	Name		Name	
	Relationship		Relationship	
	Address		Address	
	☎ Work/Mobile		☎ Work/Mobile	
	<b>Personal References</b>  <i>(no relatives or references as above)</i>	<b>Name</b>	<b>Relation</b>	<b>☎ Business Hours Contact</b>

<b>Vehicle Information</b>	Total Number of Vehicles to be Kept at the Premises		
	Registration #	Model	Owned / Hire Purchase
	Registration #	Model	Owned / Hire Purchase
<b>Occupancy Details</b> <i>Full names and ages of all other people, including children, who will be residing at the property</i>	Name		
<b>Pets</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes      Age		
	<input type="checkbox"/> Pet Application & Agreement form completed, signed and included with this application		

**Privacy Disclaimer**

I/we the Applicant declare the above information is true and correct and that I/we have supplied it of my own free will.

I/we acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my/our responsibility to insure my/our own personal belongings.

I/we understand that you as the agent/Lessor have collected this information for the purpose of determining whether I/we am a suitable tenant for the property, in particular to check my identification, my ability to care for the property, my character and my creditworthiness as per **Privacy Act 1998**. For such purposes, I/we authorise you to contact the persons named in this application and to undertake such enquiries and searches (**including tenancy database searches**) as you consider reasonably necessary. In doing so, I understand that information provided by me/us may be disclosed to and further information obtained from referees named in this application and other relevant third parties.

I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.

I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases.

I/we wish to undertake a tenancy for a period of \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$ \_\_\_\_\_. I understand that I am to pay a rental bond of \$\_\_\_\_\_ (total 4 weeks rent –which will be paid by bank deposit or bank transfer– *no cash payments are accepted*) and sign a general tenancy agreement within 24 hours of acceptance of application.

The applicant has read and signed the information sheet over page. The applicant gives consent to the use of electronic communication upon acceptance of application if necessary.

Name of first applicant \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name of second applicant \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **Richardson & Wrench Coolum Beach – Tenant information sheet**

**Tenancy Agreement** - Upon approval of your application form you will be asked to sign a general tenancy agreement within 24-48 hours. This is an important legal document that gives you certain rights but also certain legal obligations.

**Entry Condition Report** - Upon entry to the property you will be provided with an Entry Condition Report that outlines the condition of the property at the start of your tenancy. It is imperative that you complete this immediately and return it to our office within 3 days. If you feel that the property is not clean please contact the office within half an hour of receiving keys, as dirty will not be accepted for the entire Entry Condition Report.

**Carpets and Pest Control** - Carpets are to be professionally cleaned and pest controlled upon vacating and recommended once a year (receipt is to be brought into office).

**Inspections** - Inspections are carried out every 3 months. You will receive 7 days' notice prior to inspection. Once the entry notice (Form 9) has been issued we are within jurisdiction to enter the premises without your presence. Property is expected to be presented as per Entry Condition Report of property: window tracks, skirting boards, fans etc are to be cleaned.

**Keys** - Upon entry to the property you are provided with a full set of available keys. Any duplicates made are to be returned to the office upon vacating.

**Occupancy of the property** - Only the people on the original application can reside at the property permanently. If a new tenant wishes to move into the property you must advise us immediately and an application form must be completed (100 ID points must be provided). The person should not move into the property until approved.

**Shared tenancy**- Our recommendation is that each person's portion of rent be paid individually. This will ensure that you have your own record of rental payments in the event of rent arrears. \*If a tenant would like to vacate, please refer to 'breaking of lease'.

**TV Reception** - You may find when you move into a property a booster power supply is required to achieve TV reception. A power supply can be purchased from the local hardware for approximately \$25. However, if you still encounter problems with your reception please contact the office and a TV specialist will be sent to your property. If the connection error is with your TV the call out cost will be charged to you.

**Rental Payments** - Payments are to be made on or before the due date by DEFT, payments will be provided upon successful application. A charge of \$15 will be charged for dishonoured payments. *No cash payments are accepted in the office.*

**Rent arrears** - On commencement of your tenancy 2 weeks rent is paid. If you then pay rent a week from commencement you will always be a week in front.

Should you fall 7 days in arrears the next day a 'Notice to Remedy' will be issued. If this is not remedied within the time allocated a 'Notice to Leave' can be issued. This is the first part of an eviction process and should be taken very seriously. Emails are sent for reminders if rent is in arrears. It is extremely important not to fall in arrears as tenancies do not get extended and procuring a future rental will be difficult.

**Contents Insurance** - It is the tenant's responsibility to insure their belongings.

**Care of property** - No nails/hooks, blue tac or sticky tape is to be placed on walls and doors. There is a clear requirement to take good care of the property to ensure at the end of the tenancy you leave the property in the same condition as it was at the start of your tenancy. This includes internal and external cleanliness of property.

**Fixtures** - Adding fixtures to property is not allowed unless prior approval is given. Requests for fixtures need to be put in writing with a diagram of where additions will be placed. \*Do not proceed unless you have had written approval. \*

**Timber floors** - Felt is to be placed under all furniture on the timber flooring. Any damage will be at tenants' cost. **Pot Plants** - Pot plants are to be raised to avoid water damage or staining to flooring.

**Repairs** - All repairs are to be reported immediately to the office in writing. We will endeavour to act quickly although we do ask for your patience in situations where we are awaiting owner's instructions or tradespeople are unable to respond immediately. Emergency repairs - Ring, ring, ring the office until the repair is completed.

**Garden (if applicable)** - Is required that you regularly mow, weed, remove garden rubbish, and edge the garden areas. Lawn clippings are not to be piled up on garden beds or against a fence. If the lawn and garden is not being maintained a tradesperson will be sent to the property and will be invoiced to the tenant.

**Bin** - All rubbish must be placed in the bins provided. Rubbish bins are to be put out and brought back in on rubbish collection day. Recommendation is to wash bins on a regular basis.

**Termites** - Termites can cause major damage to property. Please note and assist with the following: External weep holes are always to be left visible. Please do not store goods against the exterior of the house. If you notice any damage, please notify the office immediately.

**Fleas** - You may be moving into a property that has had a flea treatment. Be patient. Even if everything has been done correctly you will still see newly hatched fleas usually for several weeks. If the pet is removed from the infested area fleas will continue to hatch for about 6 weeks. DO NOT DISTURB. LEAVE AREA. MOVEMENT HATCHES FLEAS. DO NOT VACUUM FOR AT LEAST 14 DAYS. SWEEP ONLY.

**Light Bulbs and Smoke Detectors** - All light fittings are to be in working order throughout and at the end of tenancy. During tenancy smoke alarms must be cleaned, tested and batteries replaced if necessary.

**Hot water system** - Hot water systems need to be topped up on a regular basis usually every 3-4 months. To do this you release the pressure valve on the side of the system, and you will hear running water. This is filling up the heating mechanism inside the tank. Once the tank is full, hot water will run out the overflow pipe usually located at the base of the system near the valve. Please check the location of the overflow pipe before starting and have something to catch the overflow of water particularly if the hot water system unit is situated inside the house.

**Car parking** - Please park cars in designated areas only. They are not to be parked on front nature strips or lawns. Ensure that all designated parking areas are kept free from oil spills and stains. This is particularly important if you are living in a unit. You must follow the rules of the Body Corporate.

**Smoking** - Smoking is not permitted inside whatsoever. If the odour of cigarette smoke is detected inside the property it is to be professionally deodorised when instructed by agent and upon vacating.

**Court** - I/we understand if there is any need to attend QCAT due to breaching any terms of our general tenancy agreement I/we will incur all agent and court fees. All monies will be paid to Richardson & Wrench Coolom.

**Water usage** - Water efficient properties (for more information please visit [www.rta.qld.gov.au](http://www.rta.qld.gov.au)) tenants will have to pay full water consumption, this will be added to your tenancy agreement special terms and invoices payable with 30 days notice.

**Pets** - If you have been given approval to have pets at the property it is important that you keep the pets outside and any damage made is rectified. The property is to be pest controlled for fleas throughout the tenancy and upon vacating.

**Tenancy renewals** - Approximately 2 months before the end of your fixed term tenancy you will be offered an extension of your tenancy for a further fixed term relevant to the lessor's instructions.

**Vacating** - A minimum of two weeks written notice (Form 13) is required when vacating a property. Completing an Exit Condition Report can be a guideline for the final inspection. No final inspections are made on Saturday or Sundays. Please remember to finalise any direct debit arrangements with your financial institution. When final inspection has been conducted and if cleaning is required you will be allowed 24hrs to rectify. After that time, a cleaner/gardener/handyman will be organised at your expense.

**Breaking of lease** - Once a lease is signed it is a legal contract. If the occasion arises where you wish to break a lease you are responsible to pay rent until another acceptable tenant is found. Expenses incurred a break lease fee equivalent to one week's rent plus GST plus advertising of \$155 inc GST. \*Costs are subject to change.

**TICA** - tenant default database - Yes, we are a member and if you have excessive rental arrears, damaged or neglected the property this may result in a lodgement with TICA. Such lodgement may jeopardise future rental applications with other agents and also affect your credit.

**Sale of Property** - Tenant will be provided with a Form 10 'Notice to Sell' and will state the following: Sign to be erected in front of the property. Property to be advertised on the internet and shop window. Inspections / open homes to be discussed with the agent.

By signing below I/we acknowledge that we have read and understood above and understand the above:

**Name:**

**Tenant(s) Signature:** .....

**Agent (s) Signature:** .....

**Date:** .....