



PROPERTY ADDRESS: _____

Prospective Tenant,

When applying for a rental property, along with the attached Residential Tenancy Authority Application, you will need the following to be considered for a Rental Property and for our office to process your application:

- Photo Identification** (Drivers Licence, Passport or 18+ Card)
- Current Tenants** – Tenant ledger & phone numbers for previous rental agents
- Current Home Owners** – Selling Agents phone number
- Current Investment Property Owners** – Phone number of Property Manager
- Bank Statement/s**
- Copies of Energex, Telstra or Mobile Phone Bills** (with proof of payment and current address), **Centrelink Payments Schedule or Statement**
- Place of work phone number**
- Last 4 weeks pay slips**
- Copy of current car registration for each vehicle residing on the property**
- Self Employed** – Profit & Loss Statement or phone number of accountant
- 2 Personal Referees** – with phone numbers and addresses

If photocopies cannot be provided, faxed or emailed, our Office can produce photocopies at a cost of **\$1.00 per application**. This cost will need to be paid upon producing the application to our office.

Please note EVERY applicant needs to read and sign the Privacy Consent statement, which is attached to the back of this application. The Privacy Consent gives us permission to gather personal information which would not usually be disclosed to the general public. This needs to be signed by every applicant for us to begin to process your application.

If you happen to be an unsuccessful applicant, we will shred your information promptly upon notifying you of the outcome.

Kind Regards,

COOMERA REALTY PTY LTD
Property Management Department

Phone: 07 5573 4777 Fax: 07 5556 0899 Email: reception@coomerarealty.com.au



Application for Residential Tenancy

(One application to be completed per person)

Accredited Agency

Agent for Lessor *Coomera Realty Pty Ltd*

Property Address

Applicant Details		
Full Name		
Have you been known by any other name?		Yes/No
If Yes, what other name have you been known by?		
Have you any dependants? Yes/No		Dependants Name/s
Age/s of dependants		Total number of applicants applying for property
Driver's Licence Number or Passport Number		State Date of Birth
Registration Number of Vehicle/s		Number of Cars
Are you a smoker? Yes/No		
Contact Details		
Current Address		
Phones: Work		Home
Mobile		Email
Current Agent/Lessor		Are you employed? Yes/No
Time period at premises: Years Months		<i>Full Time/Casual/Part Time/Centrelink/Contract/Other</i>
Phone		Occupation
Rent per week \$		Net weekly Income \$
		Length of Employment
		Name of Employer
Previous Agent/Lessor		Phone
Phone		Address of Employer
Previous Address		
Rent per week \$		If Self Employed
Pets - List any pets owned		Business Name
Number of Pets		How long self employed?
Type of Pet/s		ABN
Are your pets registered with the council? Yes/No		Address of Business
Please state which council		Accountant's Name
		Phone
If you are a Student , what University, TAFE or School do you attend?		
Student Identification Number		Overseas Student Yes/No Visa Expiry Date
Next of Kin <i>(Please provide details of preferred person to be contacted in the event of an emergency)</i>		
Name		Contact Number/s
Address		

Personal References <i>(Please do not list relatives or partners and provide business hours contact numbers)</i>		
Name	Relationship	Phone
Address		
Name	Relationship	Phone
Address		

Please advise the following by selecting either Yes or No

Have you ever been evicted by an agent/lessor? Yes/No

Is there any reason known to you that would affect your ability to pay rent? Yes/No

Was your rental bond at your last address refunded in full? Yes/No

If No, please advise what deductions were made from your bond?

Are you in debt to another agent/lessor? Yes/No

If Yes, why are you in debt to your past agent/lessor?

You are required to meet a 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.

10 Points: Medicare Card, Birth Certificate, Motor vehicle registration papers.

30 Points: Bank Statements, recent utility accounts eg: phone, electricity or gas.

40 Points: Drivers Licence, Passport, 18+ Card, Photo ID, last FOUR rent receipts, tenant ledger.

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank Statements, Group Certificate, or Accountant's letter.

Not employed: Centrelink Statement.

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I 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. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me 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 corporates, contractors, other real estate agents, salespeople and tenancy default databases.

I 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 \$ _____ on or before I take possession of the premises and sign a tenancy agreement.

(please select yes or no)

The applicant acknowledges that they have received or have available to them from the agent/lessor the Form 17a, 18a, body corporate by-laws (if applicable) before signing this application. Yes/No

The applicant acknowledges that they have been made aware of the agency's Privacy Policy. Yes/No

The applicant acknowledges that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes/No

Name of Applicant

Signature **Date**

OFFICE USE ONLY Name of Employee taking application:			
Application Form Signed by applicant	<input type="checkbox"/>	Proof of Income Supplied	<input type="checkbox"/>
Identification Supplied	<input type="checkbox"/>	Form Fully Completed	<input type="checkbox"/>

How did you find out about this property?

- | | | |
|----------------------------------------------|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Gold Coast Bulletin | <input type="checkbox"/> Internet | <input type="checkbox"/> Local Agent |
| <input type="checkbox"/> Walk in | <input type="checkbox"/> Referral | <input type="checkbox"/> Other |
| <input type="checkbox"/> Appointment | <input type="checkbox"/> For Sale sign | |

PRIVACY STATEMENT OF COOMERA REALTY PTY LTD OF 2-3/114 OLD PACIFIC HIGHWAY, OXFENFORD PHONE: 07 5573 4777

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employers and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database – www.tica.com.au. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If you do not complete this form, or do not sign the consent below, then your application for a residential tenancy may not be considered by the owner of the relevant property.

PRIVACY CONSENT

I, the applicant, acknowledge that I have read the Privacy Notice of Coomera Realty Pty Ltd. I authorise Coomera Realty Pty Ltd to collect information about me from:

- (a) my previous letting agents and/or landlords
- (b) my personal referees
- (c) any tenancy default database (including Tenancy Information Centre of Australia) which may contain personal information about me

I also authorise Coomera Realty Pty Ltd to disclose details about any default by me under the tenancy to which this application relates to any tenancy default databases to which it subscribes including TICA.

I authorise Coomera Realty Pty Ltd to disclose the personal information it collects about me to the owners of the property, even if the owner is a resident outside Australia, and to any third parties – valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

Name: _____

Date: _____

Signature: _____