

## TENANCY APPLICATION

### PROPERTY ADDRESS FOR RENT

AGENCY NAME	COOMERA REALTY PTY LTD
ADDRESS	2-3/114 OLD PACIFIC HWY OXENFORD
PHONE	(07) 5573 4777
EMAIL	reception@coomerarealty.com.au

#### PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION:

- ❖ One application to be completed per person
- ❖ Our Agency Staff will contact you within 24-48 business 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 Direct Deposit, Bank Deposit
- ❖ This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points ID Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and also at least one document from the list below to verify your current address. Submit legible copies of the documents with your Application
- ❖ When emailing your Application and documents, please call our office to confirm all documents have been received

#### DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

Submit one of the following mandatory Photo Identification <input type="checkbox"/> Passport <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card
<b>Plus copies of the following supporting documents equal to 100 points:</b>
<input type="checkbox"/> 3 Recent Pay Advice <input type="checkbox"/> Medicare Card <input type="checkbox"/> Centrelink Statement <input type="checkbox"/> Centrelink Card <input type="checkbox"/> Bank Statement <input type="checkbox"/> Bank Card <p style="text-align: center;"><b>25 POINTS</b></p>
Documents where your name and current address appear <input type="checkbox"/> Car registration Certificate <input type="checkbox"/> Utility Account Statement (Telephone, Gas, Electricity etc) <p style="text-align: center;"><b>25 POINTS</b></p>
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>

# LETTING POLICY

---

In order to process your application, we require confirmation of the following:

---

1. The ability to pay rent
2. Your ability to care and maintain the property
3. Consent to contact referees, they must be readily available. If we are unable to contact a referee within 2 hours this will delay the application process
4. We try to obtain an answer regarding your application for you within 24-48 hours
5. You will be notified if your application is unsuccessful
6. Under the contractual agreement with the owner no reason or discussion will be made regarding the unsuccessful application
7. 100 points—one application form per person
8. Properties must be inspected externally and internally before submitting an application
9. We abide by the privacy act and therefore a privacy disclaimer must be supplied
10. Upon approval a bond, equivalent to 4 weeks rent must be paid within 24 hours. An appointment will then be made to sign the lease. Failure to do so will result in the property being offered to the next successful applicant
11. Lease Documents—Can also be emailed to you for printing and returning once you have fully read and understand the Terms and Conditions. You then must return the signed documents to the office prior to the beginning of the new Tenancy
12. Sign up of the lease documents—all parties on the lease must be present at the signing of the documentation— please allow a 30 minute appointment
13. Keys—Keys, remotes, etc will not be handed over until the bond and 2 weeks rent are paid. Please note that our Office has a **NO CASH** policy
14. All rent payments will be by Direct Deposit/Bank Deposit

**PLEASE NOTE THIS OFFICE HAS A POLICY OF NOT  
PROCESSING APPLICATIONS WHERE AN  
APPLICANT/S ARE REGISTERED ON THE TICA  
DATABASE**

## How did you find out about this Property?

Website  Newspaper  Agency Contact  Referral  Other

### Applicants Details

Name in Full Other name/s you have been known by

Date of Birth Place of Birth

Drivers Licence No. Exp Passport No.

Home  Mobile  Business

Email

### Australian Citizen

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

### Occupancy Details of Persons to Reside at Property other than Applicant, Including Dependants & other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

**Pets**  No  Yes: Refer to attached Pet Application & ensure Agreement is completed

### Current Address

#### Current Tenancy Details if applicable

Rent Per Week \$ Period of Occupancy Years Months

Agent/Landlord  Business Fax

Reason for leaving

Do you Expect the Bond to be refunded in Full  Yes  No Why:

### Previous Address

Address

Rent Per Week \$ Period of Occupancy Years Months

Agent/Landlord  Business Fax

Reason for Leaving Did you receive your full Bond refund  Yes  No

### 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 Fax  Business

### Previous Employment if Less than 3 Years

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 Fax  Business

## If Self Employed

Company Name			Trading As
Address			ABN
Period Self Employed	Years	Months	Industry/Nature of Business
Accountant Details			① Business
Creditor Referee			① Business
<b>Income</b> – Specify \$Gross per annum & provide verification			
❖	Employment		\$
❖	Self Employment – provide Accountant letter to verify		\$
❖	Other		\$
TOTAL			\$

## If a Student & Not Currently Employed

Student ID#	Institution	Course	Duration
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

## Vehicles to be kept at Property

Registration No	Model	Owned/Hire Purchase
Other		

**Pets**  No  Yes: Refer to attached Pet Application & ensure Agreement is completed

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

1. Name	2 Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

## Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.	<input type="checkbox"/> Mob	<input type="checkbox"/> Work
2.	<input type="checkbox"/> Mob	<input type="checkbox"/> Work

## Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?  No  Yes

Are you in debt to another Lessor 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 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 & 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 have been given a copy of the General Tenancy Agreement, Terms & any Special Terms to read before submitting this Application.

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 & 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 Debit or Internet Transfer**

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
<b>Total Pre Moving in Cost</b>		<b>\$</b>	Total to be paid BEFORE lease commences
<b>APPLICANT'S SIGNATURE</b>			<b>Date</b>

**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, maybe 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 or Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Offer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be held for 1 week. 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 Coomera Realty Pty Ltd. I authorise Coomera Realty Pty Ltd 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 Coomera Realty Pty Ltd subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au)

I authorise Coomera Realty Pty Ltd 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.

**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 Coomera Realty Pty Ltd 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

**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.

### FREE UTILITY CONNECTION SERVICE



**MyConnect offer a completely FREE service for home movers.**

MyConnect will call you to arrange the connection of your required utilities at your new property.

**Yes, please contact me**

**Interpreter required**

OR Tick here to opt out

We connect

  
Electricity

  
Gas

  
Phone

  
Internet

  
Pay TV

  
Plus more...

Our retailers















Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

 1300 854 478     [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)     [myconnect.com.au](http://myconnect.com.au)

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

Applicant Name	
Applicant Signature	
Date	
Time	

# PET APPLICATION AND AGREEMENT

**PROPERTY ADDRESS****TENANT NAME****RESIDENTIAL**

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. If unsure please contact our Agency prior to completing this application form.

**PET DETAILS**

If more than 2 pets, print and complete a separate Pet Agreement Form.

ITEM	PET 1	PET 2
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES/NO	YES/NO
COUNCIL REG#		
DESCRIPTION		
COLOUR		
PHOTO PROVIDED	YES (Copy for file) / NO	YES (Copy for file) / NO

**EMERGENCY PET CARER**

The Tenant provides the following information to use in the case of an emergency

Name		
Address		
Phone Number	Work Number	Mobile Number

**VETERINARIAN**

The tenant provides the following information for use in the case of an emergency

Name		
Address		
Phone Number	Work Number	Mobile Number

**TERMS AND CONDITIONS**

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor