

# PRE-APPLICATION INFORMATION

**Agency: Henzells Agency**

**Address: 49 Bulcock Street, Caloundra Qld 4551**

**Contact: 5491 2000**

**Email: [rentals@henzells.com.au](mailto:rentals@henzells.com.au)**

## DON'T MISS OUT

**Applicants must have the ability to pay the equivalent of 6 weeks rent to secure the property in question, within 2 working days (4 weeks rent as bond + 2 weeks rent)**

## SELECTING A PROPERTY

- Search and select Property via internet ([www.henzells.com.au](http://www.henzells.com.au)) or other advertised source.
- Drive-by the Property for location suitability.
- Book a viewing at [www.henzells.com.au](http://www.henzells.com.au) (Renting—Booking Inspection). You will receive an automated text confirming your appointment time
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance.

## APPLICATION PROCESS

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Tenancy Application Form per person. Children may be included on a Parent or Guardian's Application.
- Include copies of documents which may help to verify your Application Information provided by you.
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.
- Before submitting an Application, you have been sent a Sample General Tenancy Agreement, Terms and any Special Terms to peruse with your viewing appointment confirmation.
- 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 would like to refer to our Privacy Policy, please ask for a copy or view on our website.

## AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your contacts.

### Information verification by our Agency

As a Property Manager, we are required by law to let you know we use Tenancy Database TICA to check your rental history. If you are listed on TICA, we are required to let you know that you are listed so you can contact the database operator about your listing. We also contact your Employer/HR Manager, current and previous Agent/Lessor and personal referees for the purpose of verifying information supplied to support Application for Tenancy.

### If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation. The Lessor is not required to provide a reason.

### If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within 2 working days of notification of acceptance.

### Rent payment method.

Direct Debit is accepted for rent payment. Our Agency does not charge for this service.. CASH IS NOT AN OPTION.

## IF APPROVED

Arrange personally:

- Power Connection
- Gas Connection (if applicable)
- Phone Connection
- Contents Insurance
- Change address

Henzells Agency also uses and recommends MOVE ME IN to assist with your utility connections (form included)



**Only 100% complete applications will be accepted and processed**



# APPLICATION FOR TENANCY

HENZELLS CALOUNDRRA  
49 Bulcock St  
Caloundra Q 4551  
Phone: 07 54 91 2000  
Fax: 07 54 91 5166  
rent-

07 549 2000

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**PROPERTY DETAILS: Property you would like to rent if application is accepted? Date Property Viewed: \_\_\_/\_\_\_/\_\_\_**  
 Proposed Property: \_\_\_\_\_ Rent p/w \_\_\_\_\_  
 Second Property Preference: \_\_\_\_\_ Rent p/w \_\_\_\_\_  
 Preferred Date for Tenancy to Commence \_\_\_/\_\_\_/\_\_\_ Preferred Tenancy Length: 6 Month 12 Month Other: \_\_\_\_\_  
 How many people will occupy the property? Adults \_\_\_\_\_ Dependents \_\_\_\_\_ Ages \_\_\_\_\_  
 Dog: Yes / No Breed(s) \_\_\_\_\_ Indoor / Outdoor (please circle)  
 Cat: Yes / No Number \_\_\_\_\_ Other Pets: Please specify \_\_\_\_\_

## Details—Applicant 1

Title: Mr / Mrs / Ms Surname: \_\_\_\_\_  
 First Name : \_\_\_\_\_ Other: \_\_\_\_\_  
 Have you been known by any other name? Yes / No  
 Other name: \_\_\_\_\_  
 Date of Birth: \_\_\_/\_\_\_/\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Drivers Licence No: \_\_\_\_\_ Car Rego No: \_\_\_\_\_  
 Passport No: \_\_\_\_\_  
 Pension No: (if applicable) \_\_\_\_\_  
 Rent p/w: \_\_\_\_\_  
 How long at Current Address: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_  
 Landlord/Agent: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Next of kin: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

## Details—Applicant 2

Title: Mr / Mrs / Ms Surname: \_\_\_\_\_  
 First Name : \_\_\_\_\_ Other: \_\_\_\_\_  
 Have you been known by any other name? Yes / No  
 Other name: \_\_\_\_\_  
 Date of Birth: \_\_\_/\_\_\_/\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Drivers Licence No: \_\_\_\_\_ Car Rego No: \_\_\_\_\_  
 Passport No: \_\_\_\_\_  
 Pension No: (if applicable) \_\_\_\_\_  
 Rent p/w: \_\_\_\_\_  
 How long at Current Address: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_  
 Landlord/Agent: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Next of kin: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

## Previous Rental History —Applicant 1

Previous Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_  
 Landlord/Agent: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Full Bond Refund: Yes / No  
 If No—reason: \_\_\_\_\_

## Previous Rental History —Applicant 2

Previous Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_  
 Landlord/Agent: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Full Bond Refund: Yes / No  
 If No—reason: \_\_\_\_\_

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**References —Applicant 1**

**References—Applicant 2**

Business Referee: \_\_\_\_\_  
 Contact No: \_\_\_\_\_  
 Personal Referee: \_\_\_\_\_  
 Contact No: \_\_\_\_\_

Business Referee: \_\_\_\_\_  
 Contact No: \_\_\_\_\_  
 Personal Referee: \_\_\_\_\_  
 Contact No: \_\_\_\_\_

**Each applicant needs to provide proof of income. This can be a minimum of 2 RECENT payslips, copies of bank statements or Centrelink Income and Asset statements that clearly identify at least 2 deposits by your employer. If self employed please provide either accounts or business bank statement and the most recent tax return.**

**Employment —Applicant 1**

**Employment—Applicant 2**

EMPLOYED  
 Occupation: \_\_\_\_\_  
 Full time /Part time / Casual  
 Employer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email/Phone Number: \_\_\_\_\_  
 Weekly Net Income: \_\_\_\_\_  
 SELF EMPLOYED  
 Business Name (if self employed)  
 \_\_\_\_\_  
 ABN No: \_\_\_\_\_  
 Accountant: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email/Phone Number: \_\_\_\_\_  
 Weekly Net Income: \_\_\_\_\_

EMPLOYED  
 Occupation: \_\_\_\_\_  
 Full time /Part time / Casual  
 Employer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email/Phone Number: \_\_\_\_\_  
 Weekly Net Income: \_\_\_\_\_  
 SELF EMPLOYED  
 Business Name (if self employed)  
 \_\_\_\_\_  
 ABN No: \_\_\_\_\_  
 Accountant: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email/Phone Number: \_\_\_\_\_  
 Weekly Net Income: \_\_\_\_\_

**Student Details —Applicant 1**

**Student Details —Applicant 2**

Place of Study: \_\_\_\_\_  
 Course Name: \_\_\_\_\_  
 Course Length: \_\_\_\_\_ Student Id: \_\_\_\_\_  
 Campus Contact Name: \_\_\_\_\_  
 Campus Contact No: \_\_\_\_\_

Place of Study: \_\_\_\_\_  
 Course Name: \_\_\_\_\_  
 Course Length: \_\_\_\_\_ Student Id: \_\_\_\_\_  
 Campus Contact Name: \_\_\_\_\_  
 Campus Contact No: \_\_\_\_\_

Any charges associated with the installation and/or connection of a telephone service is at the tenants expense. All our properties are non-smoking inside the premises. Some properties have additional restrictions in the Body Corporate By-Laws.

**Rent payment and correspondence:**

**Applicant 1**

**Applicant 2**

Do you agree to making rent payments via Direct Debit?

Y / N

Y / N

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Please answer the following questions:

Applicant 1

Applicant 2

Have any of your previous tenancies been terminated?	Y / N	Y / N
Are you in debt to the Agent or Owner of previous or present property?	Y / N	Y / N
Has bond money been refunded in full at previous rented properties ?	Y / N	Y / N
Is there any existing circumstance that may affect your rental payments?	Y / N	Y / N
Are you presently or previously declared bankrupt?	Y / N	Y / N
Do you consider yourself able to meet the weekly rental payment required?	Y / N	Y / N
Do you own an investment property?	Y / N	Y / N

**Proof of Identity —Applicant 1**

**Proof of Identity —Applicant 2**

**At least one photo id is required**

Copy of current drivers license	40 pts	<input type="checkbox"/>
Copy of passport	40 pts	<input type="checkbox"/>
Copy of payslip	30 pts	<input type="checkbox"/>
Copy of bank statement	20 pts	<input type="checkbox"/>
Copy of Medicare card	20 pts	<input type="checkbox"/>
Copy of credit/debit card	20 pts	<input type="checkbox"/>
Copy of utility account	20 pts	<input type="checkbox"/>

**At least one photo id is required**

Copy of current drivers license	40 pts	<input type="checkbox"/>
Copy of passport	40 pts	<input type="checkbox"/>
Copy of payslip	30 pts	<input type="checkbox"/>
Copy of bank statement	20 pts	<input type="checkbox"/>
Copy of Medicare card	20 pts	<input type="checkbox"/>
Copy of credit/debit card	20 pts	<input type="checkbox"/>
Copy of utility account	20 pts	<input type="checkbox"/>

**DECLARATION & AUTHORITY**

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy. I acknowledge and accept that if this application is declined, the agent isn't legally required to provide reasons as to why.

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that should my application be declined, the agent is not obliged to give a reason for same.

**I acknowledge that I will be required to pay an initial 2 weeks rent and 4 weeks bond within 2 working days of receiving notification that the application is pre-approved.** Payments are to be made using direct deposit,.

The property will continue to be marketed and applications processed until full payment is receipted into our trust account.

After the monies are paid I agree that if I change my mind NOT to proceed with the lease;, the bond may be held for Breach of Agreement as Compensation to the Lessor.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware the I may access personal information on the contact details above. I authorize the Agent to request my personal information from any default database or listings such as TICA for the purpose of checking my tenancy history; if you wish to access your information or dispute your record you can contact: TICA on **1902 220 346**—www.tica.com.au.

Applicant 1

Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant 2

Name : \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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# PHOTO AUTHORITY

AGENCY DETAILS	HENZELLS AGENCY 49 BULCOCK STREET CALOUNDRA QLD 4551																				
DATE																					
PROPERTY ADDRESS																					
TENANT NAME(S)																					
CONFIRMATION	<p>I / We agree for HENZELLS Agency at 49 Bulcock Street, Caloundra to take internal and external photos as required to display on their website, rental list, window card and brochures to promote this Property to prospective Tenants.</p> <p>Entry requirements to access the Property for this purpose will comply with the Residential Tenancies and Rooming Accommodation Act 2008.</p> <p>We acknowledge that we may or may not be present at the time the photos are taken and that HENZELLS Agency will give us the option to remove any items before the photos are taken. We understand that these photos may include our personal belongings, but will not include personal photographs or items which may identify us.</p>																				
ACKNOWLEDGEMENTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">TENANT</th> <th style="width: 40%;">SIGNATURE</th> <th style="width: 30%;">DATE</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">AGENT</th> <th style="width: 40%;">SIGNATURE</th> <th style="width: 30%;">DATE</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>			TENANT	SIGNATURE	DATE										AGENT	SIGNATURE	DATE			
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## Consent to receive electronic communication

Tenant(s)

The *Electronic Transactions Act (Queensland) 2001* (Sections 11 and 12) requires a person/s to provide consent if they agree to receive information via electronic communication.

The preferred email address/es and facsimile number/s for the person/s providing consent are:

Email address/es:

Client 1 \_\_\_\_\_  
Client 2 \_\_\_\_\_  
Client 3 \_\_\_\_\_  
Client 4 \_\_\_\_\_

Fax number: \_\_\_\_\_

By signing this document, the person/s consent to the use of electronic communication as per the email address and/or facsimile number provided above as a method of communication with the agent named below.

Name/s of persons providing consent to receive information via electronic communication:

### SIGNATURES

Client 1 Name: \_\_\_\_\_

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

Client 2 Name: \_\_\_\_\_

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

Client 3 Name: \_\_\_\_\_

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

Client 4 Name: \_\_\_\_\_

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

Agency Name: Henzells Agency Pty Ltd

Name of Agent: Roy Henzell

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

### INITIALS

## REQUEST TO LEASE PROPERTY SIGHT UNSEEN

AGENCY	HENZELLS AGENCY 49 BULCOCK STREET CALOUNDRA QLD 4551
PROPERTY ADDRESS	
APPLICANT NAME(S) APPLYING FOR TENANCY	

**I/ We have submitted Application/s for Tenancy at the above Property. If approved as Tenant/s, I/we agree to sign a General Tenancy Agreement prior to inspecting the Property personally and confirm the following:**

I/We have not personally inspected the Property my / our Application for Tenancy relates to.

I/We understand the Agent's recommendation is to inspect the Property prior to submitting an Application for Tenancy.

I/We request the Agent to process the Application/s for Tenancy and if approved, to forward the General Tenancy Agreement for my/our completion with signature/s and date. I / We acknowledge and understand that by signing the General Tenancy Agreement I/we are entering into a binding contract.

I/We have viewed details and photos of the Property advertised by the Agent and understand it cannot equal representation of the property as an inspection on site by my/ourselves would.

I/We agree that once all forms relating to the tenancy have been forwarded to and signed by myself/us, I/We will pay the required 4 weeks of bond and 2 weeks of rent, and send the signed forms back by post within 48 hours.

I/We understand that after signing the General Tenancy Agreement, I/we change my/our mind to proceed with the Tenancy and I/we elect to break the Tenancy Agreement, I/we am/are obligated to all terms of the General Tenancy Agreement including rent until another approved Tenant commences a Tenancy for the same terms of the Tenancy Agreement broken. (NB: Refer to copy of the General Tenancy Agreement Standard Terms - Item 7)

<b>ACKNOWLEDGEMENT</b>	NB: ALL APPLICANTS ARE TO COMPLETE THE FOLLOWING SECTION:																					
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