

APPLICATION REQUIREMENTS FOR RESIDENTIAL TENANCY

IMPORTANT! Please read before completing the application for Residential Tenancy

1. **YOUR APPLICATION WILL NOT BE PROCESSED IF ANY DETAILS ARE INCOMPLETE** therefore please ensure that all details are fully completed, including phone numbers, before returning the form for processing.
2. All applicants (excluding dependant children) are to complete a form.
3. All details of previous rental history must be disclosed (minimum of two). If no previous rental history then at least 2 WRITTEN character references on letterhead by reputable people in the community (ie Doctor, JP, or Manager – NOT FRIENDS). If only one rental history, one written character reference.
4. FIVE (5) forms of identification per person are required. These are to consist of at least :
 - Photo ID (e.g. driver's license, 18+ card, passport)
 - Cards (e.g. Medicare, keycard, credit card)
 - Accounts/Statements (e.g. electricity bill, phone bill, credit card)
5. Your last rent receipt or rent ledger must be provided.
6. Proof of income must be provided ie Pay Slip or Centrelink Income Statement.

PROCESSING YOUR APPLICATION

NB: If this application is unsuccessful, it will be DISPOSED of.

1. Your application will be processed through at least one National Default Tenancy Database.
2. This office **DOES NOT** accept **BOND TRANSFERS**.
3. **If your bond is to be paid by Queensland Housing**, possession of the property will not be given until notification from the Residential Tenancies Authority that the bond has been received.
4. **All attempts are made to process applications within a 24 to 48 hour period.** However, this process relies heavily on the availability of your referees. We are unable to **finalize** your application until all referees have been contacted. To speed up your application we recommend that you advise your referees that we will be phoning them, and ensure the contact phone numbers supplied are numbers where they can be contacted during business hours. The final process involved obtaining approval from the owner of the property, once this has been obtained, you will be contacted and advised of the outcome.
5. **Upon acceptance of your application** you will be required to pay your first weeks rent as a security deposit. Should you change your mind, this payment is **NON-REFUNDABLE**.
6. An appointment will be made for ALL applicants to attend the office and sign the tenancy agreement. At this time you will also be required to pay the outstanding funds, which include bond (4 weeks rent) and your 2nd weeks rent.

We thank you for choosing to rent a property with our office and endeavour to provide a service that is mutually rewarding to all parties.

Coulson Real Estate

APPLICATION FORM

APPLICATION FOR RESIDENTIAL TENANCY FOR THE RENTAL PROPERTY SITUATED AT:
(complete the address of the property you are applying for)

NO: _____ STREET: _____ SUBURB: _____

1. APPLICANTS FULL NAME: _____
2. APPLICANTS DATE OF BIRTH: _____ DRIVERS LICENCE NO: _____
3. PH: (Home) _____ Work Ph No: _____
Mob _____ Email: _____
4. CAR REGISTRATION NO: _____ STATE: _____ PASSPORT NO: _____
5. NO. OF CHILDREN TO BE RESIDING AT PREMISES: _____
6. NAMES & AGES OF CHILDREN: _____

7. NAME OF RELATIVE (not living with you) TO CONTACT IN CASE OF EMERGENCY:
NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ PHONE NO: _____
8. PETS: YES/NO (please circle) TYPE: _____ HOW MANY: _____

RENTAL HISTORY/ REFERENCES

PRESENT ADDRESS: _____
NAME OF AGENT/OWNER: _____ PH NO: _____
PERIOD OF OCCUPANCY: _____ RENT PAID: \$ _____
REASON FOR LEAVING: _____

PREVIOUS ADDRESS: _____
NAME OF AGENT/OWNER: _____ PH NO: _____
PERIOD OF OCCUPANCY: _____ RENT PAID: \$ _____
REASON FOR LEAVING: _____

EMPLOYMENT

EMPLOYER: _____ PHONE NO: _____
OCCUPATION: _____ FULL / PART TIME (please circle)
Hours per week: _____ PERIOD OF EMPLOYMENT: _____ NETT WEEKLY INCOME: \$ _____

PREVIOUS EMPLOYMENT

EMPLOYER: _____ PHONE NO: _____
OCCUPATION: _____ FULL / PART TIME (please circle)
Hours per week: _____ PERIOD OF EMPLOYMENT: _____ NETT WEEKLY INCOME: \$ _____

IF SELF EMPLOYED:

NAME OF BUSINESS: _____ PHONE NO: _____
ACCOUNTANT NAME: _____ PHONE NO: _____
NETT WEEKLY INCOME: \$ _____ PERIOD OF SELF EMPLOYMENT: _____

IF UNEMPLOYED:

1. NAME OF CENTRELINK BENEFIT: _____

2. PERIOD OF UNEMPLOYMENT: _____ NETT WEEKLY INCOME: \$ _____

PERSONAL REFERENCES:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ PHONE NO: _____

PLEASE READ THE FOLLOWING AND SIGN YOUR ACKNOWLEDGEMENT:

1. I, the applicant declare that the above information is true and correct and that I have supplied it of my own free will.
2. I hereby authorise you as the Letting Agent, to conduct any enquiries, and/or searches, including tenancy information databases in order to verify the above information.
3. I acknowledge that any false information I provide in this application will jeopardise this application.
4. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to provide reasons.
5. I, the applicant declare that I am not bankrupt and that the rental is within my means.
6. I have inspected the premises and wish to take up tenancy for a period of ___ months from the _____ at a rental cost of \$ _____ per week. I undertake to pay a rental bond of \$ _____ when I sign the Tenancy Agreement.

APPLICANT'S SIGNATURE: _____ DATE: _____

SIGNATURE OF WITNESS: _____ DATE: _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANT

Privacy Amendment (Private Sector) Act 2000

COLLECTION NOTICE

The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify the Applicant's identity, and to process and evaluate the application. As part of the verification process the Agent, without limitation, may:

- Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant for the purpose of searching those databases for details about the applicant.

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and tradespeople maintaining and repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under that agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access any personal information which the Agent holds about the Applicant, it can do so by contacting the Agent specified on the front of the tenancy application. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Applicant a reasonable fee to provide the requested access.

The Agent will take all reasonable steps to correct any personal information held by the Agent about the Applicant which the Applicant shows to be inaccurate, incomplete or out-of-date.

IF THE INFORMATION DESCRIBED IN THE TENANCY APPLICATION IS NOT PROVIDED, THE AGENT WILL REFUSE TO ACCEPT AND PROCESS THE APPLICATION.

I acknowledge that I have read and understand the above.

Applicants Name: _____

Signed by Applicant: _____ Date: _____