

IMPORTANT INFORMATION BEFORE YOU MOVE INTO YOUR NEW HOME

Payment of your rent and Bond

Before you can move into your new home you must pay two (2) weeks rent and the bond usually equivalent to four (4) weeks rent.

This office does not except bond transfers and does not transfer Department of Housing Bonds.

All monies must be paid in full prior to signing all Tenancy documentation and to the collection of keys.

This is a strict requirement and ACCESS WILL NOT BE PROVIDED beforehand.

Electricity / Telephone Connection

It is the tenant's responsibility to connect the electricity and telephone, and to ensure they're disconnected at the end of the tenancy. All costs and deposits associated with these utilities are the tenant's responsibility.

Entry Condition Report

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the condition report. If you do not mark discrepancies down you will be liable for these at the end of your tenancy. It is required that the condition report is returned to our office within three (3) days of moving into the property. Keep your original copy of the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

Your Contact Details

It is the tenant's responsibility to notify our office of their up to date contact details. This includes new email addresses and home, work and mobile numbers. We require your

up to date contact details should repairs need to be carried out to the property or in the event of an emergency. Should any of these details change throughout your tenancy please notify the Property Manager immediately.

Rent Payments

Payment of all rent monies can be made to this office by way of Direct Deposit, Electronic Funds Transfer or Money Order. This will be discussed with you in further detail when signing your Tenancy Agreement. Your elected method of rental payment will be confirmed with you on the day you move into your new home.

Tenant Default Agencies

Our office is a member of TICA which is a tenant default agency. Should you default in your rent resulting in a breach of your Tenancy Agreement, the details will be listed with TICA. Once listed, the information will remain on TICA until such time as the default is rectified.

We look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

APPLICATION FOR RESIDENTIAL TENANCY

(One application to be completed per person)

Agent for Lessor Coolum Realty Pty Ltd trading as Coolum Beach Realty

Property Address _____

Applicant Details

Full Name _____

Have you been known by any other names? Yes/No

If Yes, what other name have you been known by _____

Have you any dependants? Yes/No Dependant Name/s _____

Age/s of dependant's _____ Total number of applicants applying for property _____

Drivers Licence 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 (Agent if Property Sold) _____

Phone _____ Fax _____ Email _____

Period of Occupancy from _____ to _____

Rent per week \$ _____ Reason for Leaving _____

Last Agent/Lessor (Agent if Property Sold) _____

Property Address _____

Phone _____ Fax _____ Email _____

Period of Occupancy From _____ To _____

Rent per week \$ _____ Reason for Leaving _____

Pets – List any pets owned _____

Number of Pets _____ Type of Pets (Breed) _____

Are your pets registered with council? Yes/ No Which Council _____



Are you employed? Yes / No Full time / Part time / Casual / Contract / Centrelink / Other
 Occupation _____ Net weekly income \$ _____
 Length of Employment _____ Name of Employer _____
 Address of Employer _____ Phone _____

If Self Employed Business Name _____
 How long Self Employed? _____ ABN _____
 Address of Business _____
 Accountants Name _____ Phone _____

If you are a **Student**, what University / TAFE / School do you attend? _____
 Student ID Number _____ Overseas Student Yes / No Visa Expiry Date _____

Next of Kin (Please provide details of preferred person to be contacted in the event of any emergency)
 Name _____ Phone _____
 Name _____ Phone _____

Personal References (Please do not list relatives or partners and provide business hours contact numbers)
 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 you 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?

OFFICE USE ONLY

Previous Rental Agent/Ownership Confirmed Personal References Confirmed
 Employment Confirmed Tenancy Database Checked
 Owner Approved Yes No Name _____ Date / Time _____
 Tenant Notified Yes No Name _____ Date / Time _____



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.
- 20 Points:** Bank Statements, recent utility account eg. phone, electricity, gas.
- 30 Points:** Drivers Licence, Passport, 18+ Card, Photo ID, last FOUR rent receipts, tenant ledger.

You are also to supply the Agent / Lessor with proof of your income upon submission of your application

- Employed:** Last TWO payslips
- Not employed:** Centrelink Statement
- Self employed:** Bank Statements, Group Certificate, or Accountants Letter

Applicants Declaration

I, the Applicant, declare that the above information is true and 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 tenant default agency 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 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 tenant default agencies.

I wish to undertake a tenancy for a period of _____ to commence on the _____ at a rental price of \$ _____ per week. I understand that I am to pay a rental bond of \$ _____ and two (2) weeks rent before I take possession of the premises and sign a Tenancy Agreement.

In the event that the application is successful, acceptance is communicated and one (1) week rent holding deposit is paid, but I decide not to proceed, I agree that this money will be forfeited to the Agent. I, the applicant, agree that I will not be entitled to occupation of the premises until (a) Vacant possession is provided by the current occupant of the premises, (b) The tenancy agreement is signed by the applicant; and (c) The payment of all monies due are paid by the applicant prior to occupation of the premises.

(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 the applicant (tenant) are bound by this agreement immediately upon communication of either the Lessor or Agents acceptance of the application. Yes / No

Name of Applicant _____

Signature _____ **Date** _____ **Time** _____

Witness _____ **Date** _____ **Time** _____

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"/>