



Professionals

southport

Address: 16 Nerang Street, Southport QLD 4215

PO BOX 3286, Australia Fair, QLD 4215

PH: 07 5591 8333 FAX: 07 5591 8855 E-mail: admin@professionalsouthport.com.au

PLEASE NOTE:

1. No applications will be processed unless fully completed and each adult over 18 who is to go on the lease signs and completes the application form.
2. Also note. **No Photocopies will be done in the office.** You must supply copies of all relevant documentation.
3. Please allow 48 hours for the applications to be processed. You will be contacted either way whether you are successful or not.
4. Please make sure all contact numbers, names and details are clearly visible for processing.
5. You must supply phone, fax numbers for us to verify your information.
6. Notification that your application is unsuccessful you have 24hrs to contact our office if you require your application documents to be returned otherwise they will be shredded.

7. THIS OFFICE DOES NOT ACCEPT BOND LOANS. IF YOUR APPLICATION FOR THIS TENANCY IS ACCEPTED, YOU WILL BE REQUIRED TO PAY THE TOTAL OF:

Two weeks rent	4 weeks bond	Total = 6 weeks
eg: Rent \$350 p/wk x 2 = \$700	\$350 x 4 = \$1400	Total payable: \$2100.00

PRIOR TO SIGNING YOUR LEASE AGREEMENT.

RESIDENTIAL TENANCY APPLICATION FORM

Please complete **IN FULL** and sign where indicated (YOUR APPLICATION WILL NOT BE PROCESSED IF ALL DETAILS ARE INSUFFICIENT)

Property Information

Address: _____ \$ _____ PER WEEK

Lease Term Required: 6 Months / 12 Months Occupancy Date _____

Professionals Southport

Phone: 07 5591 8333

Fax: 07 5591 8855

16 Nerang Street, Southport

Personal Information

First Name: _____ Surname: _____

Best contact number/s: _____ Email Address: _____

Date of birth: ____/____/____ Drivers Licence/ID/passport Number: _____

Number of persons to occupy the property: _____ Adults: _____ Children & Ages: ____/____

Do you own a car? YES / NO Rego: _____ Is your car financed? YES / NO If yes, repayments \$ p/w: _____

Have you ever been known by any other name? YES / NO If yes, please specify: _____

Do you smoke? YES / NO Do you have any pets? YES / NO How many? _____ Type: _____

Accommodation Details (You must provide ALL details)

CURRENT

Address: _____

Lessor/Agent/Owner: _____ Contact Number: _____ Fax: _____

Rent paid per week: \$ _____ Period of occupancy: _____

Reason for leaving: _____

PREVIOUS

Address: _____

Lessor/Agent/Owner: _____ Contact Number: _____ Fax: _____

Rent paid per week: \$ _____ Period of occupancy: _____

Reason for leaving: _____

EMPLOYMENT DETAILS - If you currently receive Centrelink benefits, you **MUST** provide your " **Income Statement**"

CURRENT

Employment status: Full Time Part Time Casual Student Unemployment

Occupation: _____ Employer: _____

Employment address: _____ Contact Name: _____

Contact Numbers: _____ Length of Employment: _____

SEFL EMPLOYED (Please provide recent tax return with your application)

Business Name: _____

Address of premises: _____

Accountant Name: _____

EMERGENCY CONTACT PERSON - NOT LIVING WITH YOU

Name: _____ Contact Number/s: _____

Address: _____

2 PERSONAL REFERENCES (Current or previous lessor/agent or employers)

Name: _____ Contact Number/s: _____

Relations ship to referee: _____

Name: _____ Contact Number/s: _____

Relations ship to referee: _____

ACKNOWLEDGEMENT BY APPLICANT

I the applicant do solemnly and sincerely declare that **I have** inspected the above mentioned premises and wish to undertake a tenancy based on my viewings and acknowledge that the rental per week is within my means of payment for a period of such time throughout my tenancy upon signing this agreement. **I also understand any monies paid after being accepted for the property are my/our acceptance of entering into a Tenancy Agreement.** I further acknowledge that I have never been evicted nor in debt by any Landlord or Agent. I the applicant do solemnly and sincerely declare that the above information I have provided is true and correct and that I have supplied this information freely.

Signed: _____ Full Name Print _____

Date: _____ / _____ / _____

Once notified that you have been successful , you will need to:

Pay our office the FULL BOND and two weeks rent within 48 hours of notification-cash, electronic transfer or bank cheque accepted.

NOTE THIS OFFICE DOES NOT ACCEPT BOND LOANS. FUNDS MUST BE PAID PRIOR TO SIGNING THE TENANCY AGREEMENT.

All applicants must sign the Tenancy Agreement within 48 hours of notification or risk losing the rental property to another applicant. We will continue to take applications until all paper work is signed. On or before the day you take possession of the property you will need to:

Sign for the keys, take other documentation if applicable.

IDENTIFICATION CHECK

(100 POINTS MUST BE PROVIDED WITH YOUR APPLICATION)

Drivers License	40
Passport	40
Birth Certificate (Original)	30
Photo ID – 18+ card	30
Pay Slips or Income Statement	20
Rent Receipts / Ledger	20
Birth Certificate (Certified Copy)	10
Medicare/bank/credit cards	10 Each
Utility bills (Phone/ Energex/Gas)	10 Each

PRIVACY STATEMENT

The personal information obtained from you in this application is necessary for the Agent to verify the applicant's identity, in order to process the application. You as the applicant agree that the Agent may collect, use and disclose your personal information in accordance with and subject to the Privacy Act 1988. During the course of the tenancy if the application is successful, information may be disclosed for the purpose for which it is collected to other parties including landlords, referees, other Agents and third parties of tenancy reference database. The applicant has the right to request the Agent to provide details of such information as requested and make any changes to inaccurate or out of date information.

I hereby acknowledge having received the Form 18a– Tenancy Agreement before submitting to the agent the tenancy application for the property attached.

Privacy Act Acknowledgement:

I authorise you to give and obtain information from all persons named in this application. I have been advised that a Consumer Affairs Booklet can be obtained from the Office Of Fair Trading or Rental Bond Office.

Print Name: _____

Signed: _____

Date: _____/_____/_____



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