

# PURPLE COW Real Estate

## Application Procedure

Please read this information thoroughly including the Privacy Policy prior to completing your application form. We aim to process your application within 24 hours, however we will not commence processing until all details are provided in full.

**100 POINTS OF IDENTIFICATION + PROOF OF INCOME IS REQUIRED  
PLEASER REFER TO THE REVERSE SIDE OF THIS PAGE FOR DETAILS.**

Please also note that your application will be screened through the TICA Tenancy Database

### Successful Applications:

- ❖ Two (2) weeks rent must be paid prior to handover of the keys – this is required within 48 hours of being approved for the property
- ❖ On your application being successful, you will be contacted to book a sign up appointment. This appointment will take approximately 30 minutes.
- ❖ All parties to the Tenancy Agreement must sign the Tenancy Agreement prior to the keys being handed over.
- ❖ The payment of the bond and the first 2 weeks rent must be made by Direct Deposit of Internet Transfer. **Our office does not accept cash.**
- ❖ Electricity, Internet, Gas, Phone etc. – DIRECT CONNECT FORM attached – free service
- ❖ Lease terms and conditions – see attached

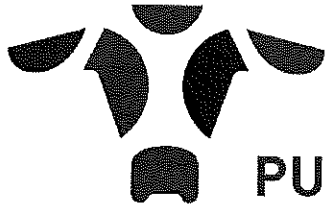
**I, the Applicant have read and agree with the above and the Privacy Consent and further declare:**

1. I have/have not inspected the premises
2. I wish to take a tenancy for a period of \_\_\_\_\_ from / / , at a rent of \$\_\_\_\_\_ per week.
3. I also undertake to pay a Rental Bond of \$\_\_\_\_\_ when I sign the Tenancy Agreement.
4. I acknowledge that if this application is transferred to a different property, the above rental and bond amounts may change.

Date / /

Applicants Signature: ..... in the presence of (signature): .....

Print Names: ..... Print Names: .....



**PURPLE COW** Real Estate

## SUPPORTING DOCUMENTS REQUIRED

### Identification:

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

**IMPORTANT: At least one form of Photo Identification MUST be provided.**

#### 70 Points

- Passport                       Full Birth Certificate                       Citizenship certificate

#### 40 Points

- Australian  
Drivers Licence                       Student Photo ID                       Dept. of Veteran Affairs Card  
 Centrelink Card                       Proof of Age Card                       State/Federal Government Photo ID

#### 25 Points

- Medicare Card                       Council Rates Notice                       Motor Vehicle Registration  
 Telephone Bill                       Electricity Bill                       Gas Bill  
 Tenancy Ledger                       Bank Statement                       Credit Card Statement  
 Last FOUR rent Receipts                       Rent Bond Receipt                       Previous tenancy agreement

### Proof of Income:

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

- Employed:**                      Last TWO pay slips  
**Self employed:**                      Bank Statements, Group Certificate, Tax Return or Accountants letter  
**Not employed:**                      Centrelink Statement

# APPLICATION FOR TENANCY

(to be completed by all adult Applicants and unaccompanied minors)

## Item

## Item Schedule

### 1. TENANCY DETAILS

Address: .....

Lease Commencement Date:     /     /     Lease Term:     **weeks / fortnights / months / years**

Rent: ..... per **week / fortnight / month**     Bond: .....

**Total amount payable on signing of tenancy agreement:** .....

Holding deposit (if applicable): ..... Payable within 1 business day of approval of tenancy application.

**Holding Deposit Acceptance Period:** On payment of the Holding Deposit the Applicant must within ..... business days notify the Agent of their intention regarding the tenancy in accordance with Clause 3.2.

### 2. APPLICANT'S DETAILS

Name: .....

Phone (H): ..... Phone (W): ..... Mobile: .....

Email: .....

Date of Birth:     /     /     Driver's Licence/18+ card No.: ..... State of Issue: .....

Passport/Pension Card/Centrelink Card No.: ..... Expiry: .....

Vehicle Rego No.: ..... Other: .....

### 3. APPLICANT'S HISTORY

#### 3.1 Current Address:

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable): Name: .....

Email: ..... Phone: .....

Rent: ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

#### 3.2 Previous Address (if applicable):

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable): Name: .....

Email: ..... Phone: .....

Rent: ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

3.3 Have you ever been evicted from a premises?  Yes  No     Are you currently in debt to any Landlord/Agent?  Yes  No

### 4. APPLICANT'S EMPLOYMENT

(NOTE: If self employed please provide a statement of income from your accountant/tax returns)

#### 4.1 Current Occupation:

Employment Type: ..... Duration: ..... Weekly Income: .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

#### 4.2 Previous Occupation:

Employment Type: ..... Duration: ..... Weekly Income: .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

#### 4.3 Student at:

Course name: ..... Duration: .....

### 5. LANDLORD / AGENT

Name: **Purple Cow Real Estate Pty Ltd**     ABN: **90601568156**

Address: **Spring Lake House, 2/26 Springfield Lakes Boulevard**     Phone: **( 07 ) 3288 2555**

**Springfield Lakes QLD 4300**     Fax: .....

Email: **Britney.Clark@purplecowrealestate.com.au**     Mobile: .....

**6. UTILITY CONNECTION** *Note: If the Agent has not nominated a Provider, the Agent will NOT arrange connection*

Utility Connection Provider: .....

Yes please contact me to arrange my utility connections

**7. OCCUPANTS**

Number of Adults: ..... Number of Dependents: ..... Number of Smokers: .....

Full name/s of adult/s and dependents to reside on the Premises:

1. .... 3. ....  
2. .... 4. ....

**8. REFEREES** *(All Referees should not be related to you)*

Business Referee: ..... Phone: ..... Relationship: .....

Personal Referee: ..... Phone: ..... Relationship: .....

**9. EMERGENCY CONTACT**

**Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.**

Name: ..... Phone: .....

Address: ..... Mobile: .....

**10. PETS**

Type/Breed: ..... Number: .....

**11. USE OF PREMISES**

Will the Premises be used for business purposes:  Yes  No

**12. RENT PAYMENT METHODS & ASSOCIATED COSTS**

The Tenant must pay the rent in the approved way/s as indicated below:

- (a)  Cash  Credit Card  Deposit to a financial institution account nominated by the Lessor  
 Cheque  EFTPOS  Deduction from pay, pension or other benefit payable to the tenant  
(b)  Another agreed way\*: .....

*(Note: Where 'Another agreed way' is ticked the Tenant/s must be given a choice of at least 2 other approved ways for the payment of rent selected from the above)*

\*Additional Costs associated with the other approved way of rent payment in 12(b):

.....

**13. ADDITIONAL CONDITIONS**

.....

**14. SIGNATURES**

Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008.

Yes  No

Applicant's Signature: ..... Date: .. / .. / ..

## Terms of Application

### 1. Applicant's Warranty

The Applicant warrants:

- (1) the details provided are true and correct
- (2) they are not bankrupt or insolvent.

### 2. Applicant Agrees

The Applicant agrees:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) where the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the *Residential Tenancies and Rooming Accommodation Act 2008*, then:
  - (1) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 2(2).
  - (2) upon the signing of the Tenancy Agreement, to pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the Tenancy Agreement.
  - (3) the Applicant will forthwith upon receipt of same, sign the completed Tenancy Agreement.
  - (4) this Application for Tenancy, unless accepted, creates no contractual or legal obligations between the parties.
- (3) that the Landlord/Agent are not required to give an explanation to the Applicant for any Application not approved.

### 3. Holding Deposit

Note: Clauses contained under the heading 'Holding Deposit' shall only apply where Holding Deposit details have been completed in Item (1) of the Item Schedule.

- 3.1 If the Applicant has paid to the Agent a Holding Deposit, such Holding Deposit, if the Application is successful and a Tenancy Agreement is entered into, will be applied in full or part payment of the Rental Bond and any remainder applied towards the Rent for the Tenancy Agreement.
- 3.2 Should the Application for Tenancy be successful and the Applicant fails to, within the Holding Deposit Acceptance Period:
  - (a) accept the offer of tenancy; or
  - (b) otherwise notify the Landlord/Agent of their intentions not to proceed with the tenancy; or
  - (c) having notified of their intention to accept the tenancy, not taken all necessary and reasonable steps to enter into a Tenancy Agreement.then any Holding Deposit paid by the Applicant will be forfeited to the Landlord.
- 3.3 Should the Application for Tenancy not be accepted, the Holding Deposit will be refunded in full to the Applicant.

- 3.4 The Applicant acknowledges the Landlord/Agent will not accept a Holding Deposit from another prospective tenant until the expiration of the Holding Deposit Acceptance Period (Item 1) which unless otherwise specified shall be 48 hours from the giving of a receipt.

### 4. Privacy Statement

- 4.1 The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy.
- 4.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.
- 4.3 You as the Applicant agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:
  - (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
  - (2) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
  - (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
  - (4) previous managing agents and nominated Referees to confirm information provided by you; &/or
  - (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
  - (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
  - (7) Body Corporates
- 4.4 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
- 4.5 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
- 4.6 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

### 5. Provision of Documents

The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

## Applicant's Personal Information Consent

I ..... , the Applicant, give my consent for ..... to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous Letting Agents.

Applicant's Signature: ..... Date: ..... / ..... / .....