

TENANCY APPLICATION

Agency: Noosa Hinterland Realty Eumundi

Address: 2/84 Memorial Drive, Eumundi

Phone: 07 5442 8333

Email: rentals@noosahinterlandrealty.com.au

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 120 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

DOCUMENTS REQUIRED FOR 120 POINTS IDENTIFICATION CHECK	Points per Document
Submit <u>one</u> from each of the following categories:	
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70 points
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card	
<input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40 points
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25 points
Documents on which your name and current address appear:	
<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account	
<input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25 points

- Before submitting an Application, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse. A copy will be available at the inspection or as advised by staff.
- 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 48 hours, but will advise you if it will be longer due to delays in reaching your contacts.

Information verification by our Agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. 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 24 hours of notification of acceptance.

Rent payment method options

BPay, Direct Debit or Bank Cheque are accepted as rent payment methods. CASH IS NOT AN OPTION.

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



A. AGENT DETAILS

Noosa Hinterland Realty Eumundi

2/84 Memorial Drive, Eumundi QLD 4562

Phone: 07 5442 8333

Fax: 07 5442 8899

Email: rentals@noosahinterlandrealty.com.au

B. PROPERTY DETAILS

1. Address of Property?

Postcode

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
--	-------	--	--------

4. How many tenants will occupy the property?

	Adults		Children; Ages:	
--	--------	--	-----------------	--

5. Please provide full names of all other occupants.

6. How did you find this property?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Internet	<input type="checkbox"/> Office rental list
<input type="checkbox"/> Board	<input type="checkbox"/> Office Window	<input type="checkbox"/> Sign Board at property
<input type="checkbox"/> Referral	<input type="checkbox"/> Other, please specify: _____	

C. PERSONAL DETAILS

7. Please give us your details.

<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Other
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Surname

--

Given name/s

--

Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport number

--

Passport country

--

Pension number (if applicable)

--

Pension type (if applicable)

--

8. Please provide your contact details.

Home phone number

--

Mobile phone number

--

Work phone number

--

Fax number

--

Email address

--

D. APPLICANT HISTORY

9. What is your current address?

Postcode

10. How long have you lived at your current address?

	Years		Months
--	-------	--	--------

11. Please tell us about this residential address.

Name of landlord or agent

--

Landlord/agent's phone number

Weekly rent paid

	\$
--	----

Reason for leaving this address?

--

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
--	-------	--	--------

14. Please give us further information about this rented property.

Name of landlord or agent

--

Landlord/agent's phone number

Weekly rent paid

	\$
--	----

E. EMPLOYMENT HISTORY

15. Please provide your employment details.

What is your occupation?

--

Employer's name

--

Employer's address

Postcode

Contact name

Phone number

--	--

Length of employment

Net Income (PA)

	Years		Months	\$
--	-------	--	--------	----

F. IF YOU ARE A STUDENT**16. If applicable, please provide your study details.**

Student ID number

Institution

Course

Duration

Are you an overseas student?

If YES, Visa expiry date?

☐

YES

☐

NO

G. IF YOU RECEIVE A CENTRELINK BENEFIT**17. Are you receiving any regular Centrelink payments?**☐

YES → go to question 18

☐

NO → go to question 19

18. Please provide details of your Centrelink payments.

Description of payments

Total income (per week)

Date payments commenced

H. CONTACTS/REFERENCES**19. Please provide a contact in case of emergency.**

Surname

Given name/s

Relationship to you

Phone number

20. Please provide two personal references (not related to you).

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

I. OTHER INFORMATION**21. Please provide details of your vehicle/s.**

Car Registration

Owned or leased?

Make/model

Number of vehicles?

22. Are you a smoker?☐

YES

☐

NO

J. GENERAL INFORMATION

Have you ever been evicted by any Lessor or Agent? Y / N

Are you in any debt to another Lessor or Agent? Y / N

Is there any reason known to you that would affect your ability to pay rent when due? Y / N

Was your Bond at your last address refunded in full? Y / N

Was the property in a satisfactory condition when you inspected it? If NO, which deductions were made? Y / N

Rent Arrears \$..... Repairs \$..... Cleaning \$.....

K. PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for tenancy. We may need to collect information about you from previous Lessors or letting Agents, your Employer and Referees. We will also check details of tenancy defaults by you are held on a tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators including Tenancy Databases. Information already held on Tenancy databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators including Tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation. If you do not complete this form or do not sign the consent below then your Application for tenancy may not be considered by the owner/agency of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

DECLARATION

I hereby offer to rent the Property from the owner/agent under a 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 this Application is subject to the approval of the owner /Landlord/Managing Agent. I declare that all information contained in the Application is true and correct and given of my own free will. I declare that I have inspected the premises, I am not bankrupt and that the weekly rent is within my means.

I authorise the Agent to obtain personal information from:

- a) The owner or the Agent of my current or previous residence;
- b) My personal referees and employer/s;
- c) Any record listing or database of defaults by tenants;
- d) Other sources supplied on the application

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- a) Communicate with the owner and select a tenant
- b) Prepare lease/tenancy documents
- c) Allow tradespeople or equivalent organisations contact me
- d) Lodge/claim/transfer to/from a Bond authority
- e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- f) Refer to collection agents/lawyers (where applicable)
- g) Complete a credit check with TICA (Tenancy Information Centre of Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, then the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice Noosa Hinterland Realty. I authorise Noosa Hinterland Realty to collect information about me from:

- ☐ My previous letting Agents and/or Lessors;
- ☐ My personal referees, employers and all other references on this application;
- ☐ Tenancy databases to which Noosa Hinterland Realty subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

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I authorise Noosa Hinterland Realty to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

Signature

Name

Date

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM	PET 1	PET 2
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES / NO	YES / NO
COUNCIL REG #		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO
ITEM	PET 3	PET 4
TYPE OF PET/S		
BREED		
NAME/S		
AGE		
DESEXED	YES / NO	YES / NO
COUNCIL REG #		
PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO

VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name		
Address		
Phone Number	Fax Number	After Hours Number

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

- 1. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Approval is NOT guaranteed.
- 2. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant’s pets or their guests pets and regardless of their approval status.
- 3. The Tenant accepts full responsibility and indemnifies the Lessor/Lessor’s Agent for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
- 4. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy by a Company complying with Australian Standards.
- 5. The pet/s are to be outside at all times. Guide dogs are an exception.
- 6. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections.
- 7. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name

Signature **Date**

Applicant Name

Signature **Date**

APPLICATION RESULT PROCESSING APPLICATION

- ☐ Application for Pet/s – **DECLINED**
- ☐ Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name **NOOSA HINTERLAND REALTY - EUMUNDI**

Signature **Date**

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature **Date**

Tenant Name

Signature **Date**

COMPLIMENTARY UTILITIES CONNECTIONS

DIRECT CONNECT

MAKES MOVING EASY

Direct Connect is a FREE service that can connect you to the following utilities and services in your new home:



Electricity



Gas



Phone +
Internet



Pay TV



Removalists



Cleaning



Truck Hire

☐ YES

I consent to

- Noosa Hinterland Eumundi providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me in relation to my utilities and service connections.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1 Signature:

Date:

Applicant 2 Name:

Applicant 2 Phone:

Signature:

Date:

Phone: 1300 664 715

Fax: 1300 664 185

570 Church St, Cremorne VIC 3121

www.directconnect.com.au

GET CONNECTED IN 4 EASY STEPS



Step 1

Tick
the box



Step 2

We'll
call you



Step 3

It's a smart
choice



Step 4

Get
connected

ALWAYS ON GUARANTEE

We guarantee you get peace of mind with our Always On Guarantee*. Simply connect with one of our leading electricity and gas suppliers and we guarantee your connections will be ready on the day you move in.



ONE CALL WILL SAVE YOU TIME AND EFFORT

We are Australia's No. 1 Moving Services Company. Over the last 14 years, we have helped more than 1 million people move house and we would love to help you too!

With just one call, our free, no-obligation service can help you connect all your services from the moment you move in, so you can focus on enjoying your new home.