



Tenancy Application Form

Please complete this form and return it with all of your supporting documentation prior to submission

Coolum Beach Real Estate
 1/1790 David Low Way, Coolum Beach
 07 5446 1133 | 07 5446 3103 fax | office@coolumbeach-realestate.com.au

I, _____ confirm that I (or a representative) have seen the property
(your name)

_____ on _____ and wish to apply for the property in its current condition
(property address) (date inspected)

COMPULSORY INFORMATION

- Attached photocopies of documents to meet 100 Point ID Check
- Centrelink Statement or Proof of Income
- Current Bank Statements
- Read and sign the Privacy Disclosure Statement, Privacy Consent and Information

100 POINT ID CHECK

CATEGORY A - 50 points

Drivers license, passport, 18+ card, student ID, birth certificate

CATEGORY B- 30 points

Bank statement, current payslips, Centrelink statement, BAS statement

CATEGORY C - 20 points

Medicare card, or vehicle registration, phone account, electricity account, gas

Coolum Beach Real Estate Policy

- All occupants of property are to complete an application form.
- The property is accepted in the condition at time of inspection.
- This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. Originals will be required to be sighted at the time of handing in your application.
- Application/s will not be processed until all documents have been supplied.
- If you have owned your own property please supply copy of rates, contract of sale, mortgage statement.
- Application processing generally takes 2 working days. Please ensure your references are available.
- Upon approval of application – you will be phoned and an appointment time will be arranged to sign General Tenancy agreement and payment of bond; This is to be completed within 48 hours.
- We are a strictly cashless office and no cash payments will be accepted.
- All of our applications are checked with the Tenancy Information Centre of Australia (TICA)
- A bond total of 4 weeks rent – Must be paid by bank deposit, bank transfer, money order/bank cheque or EFT – credit card charges apply – no cash payments are accepted) and sign a General Tenancy Agreement within 48 hours of acceptance of application.

OFFICE USE ONLY

DATE RECEIVED	TIME	STAFF MEMBER
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OWNER CALLED AND APPROVED APPLICATION DATE _____

DEPOSIT PAID \$ _____ DATE _____ **PETS**

MOVE IN DATE	PERIOD	WEEKLY RENT \$	BOND \$
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TENANTS ADVISED YES or NO Date _____ CONSOLE FILE DONE WITH BANKLINK REFERENCE

NEW TENANT PACK DONE **TENANT SIGN UP DATE _____**



Property Details

Rental Property			
Rent per week \$	Lease Term	Start Date	

Personal Details

Full Name			<input type="checkbox"/> TICA (office use only)		
Date of Birth			Marital Status		
Mobile			Email		
Total number of Occupants to reside at the property			Name		Age
Name	Age	Name	Age		
Name	Age	Name	Age		
Have you been known by another name?			Smoker		
Passport No.		Country			

Vehicles

Make		Model			
Year		Registration		Drivers Lic No.	
Do you own a boat/caravan trailer that will be kept on the premises			Yes/No	Type	

Address Details

Current Address				<i>Office Notes:</i>		
Occupancy Period		Rent Paid	\$			
Reason for leaving						
Agency/Landlord		Phone				
		Fax				

Previous Address				<i>Office Notes:</i>		
Occupancy Period		Rent Paid	\$			
Reason for leaving						
Agency/Landlord		Phone				
		Fax				



Bond Refunded? If not why?	
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Employment

Current Occupation				<i>Office Notes:</i>
Current Employer				
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Supervisor Contact	Ph	Email		
	Name			
Employment Period		Net Weekly Salary	\$ _____ per week/fortnight/month	
If Employed for less than 6 months provide previous employer				

If Self Employed

Name of Business			Type of Business		
Address of Business					
ABN			Accountant Details		
Average Weekly income	\$ _____	Period of Self Employment			
Other Income	e.g Centrelink				

Education

Name of Uni/Tafe			
Course	Student ID #	Duration	

Personal References

Name			<i>Office Notes:</i>
Address		Ph	
Relationship		How long known?	

Name			<i>Office Notes:</i>
Address		Ph	



Relationship		How long known?	
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DO YOU HAVE A PET? YES/NO
 IF YES PLEASE FILL OUT THE ATTACHED PET APPLICATION FORM.

Emergency Contact

Name		Ph	
Address			

Privacy Disclaimer

- I/we the Applicant declare the above information is true and correct and that I/we have supplied it of my own free will.
- I/we acknowledge that my/our personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my/our responsibility to insure my/our own personal belongings.
- I/we understand that you as the agent/Lessor have collected this information for the purpose of determining whether I/we am a suitable tenant for the property, in particular to check my/our identification, my ability to care for the property, my/our character and my/our creditworthiness as per Privacy Act 1998. For such purposes, I/we authorise you to contact the persons named in this application and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. In doing so, I understand that information provided by me/us may be disclosed to and further information obtained from referees named in this application and other relevant third parties.
- I/We acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.
- I/We 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 tenancy default databases. The applicant gives consent to the use of electronic/fax communication upon acceptance of application if necessary.

Sign & Date _____

I/we are unable to view the premises and would like to submit an application sight unseen. I/we confirm that we have been informed of the risks of taking a property sight unseen and cannot hold Coolum Beach Real Estate responsible for the layout/presentation/quality of the property and understand once we sign a General Tenancy Agreement Form 18a we are obligated to adhere to the terms and conditions associated within that General Tenancy Agreement Form 18a.
 Name: _____ Signature: _____

Utility connections - A FREE of charge service to help connect you www.realestate.com.au/connect

Step 1 <u>Choose service</u>	Step 2 <u>Choose provider</u> <input checked="" type="checkbox"/>	Step 3 <u>Requested connection date</u>	
<input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/> Pay TV	<input type="checkbox"/> Origin <input type="checkbox"/> AGL <input type="checkbox"/> Telstra <input type="checkbox"/> Telstra <input type="checkbox"/> Foxtel	<input type="text" value="dd/mm/yyyy"/> <input type="text" value="dd/mm/yyyy"/> <input type="text" value="dd/mm/yyyy"/> <input type="text" value="dd/mm/yyyy"/> <input type="text" value="dd/mm/yyyy"/>	<p>NO FIXED TERMS on electricity & gas plans so you are not locked in.*</p> <p><small>* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.</small></p>



Pet Application

Property Address _____
 Tenant Name _____

	Pet 1	Pet 2
Name of Pet		
Age of Pet		
Breed and Weight		
De-sexed		
Council Registration Number		
Photo Provided		
Pet Reference or Doggie School		

The Tenant/s acknowledges and agrees to the following terms:

- The Lessor has agree/s to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement
- Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Approval is not guaranteed.
- The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests and regardless of their approval status.
- The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
- The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor/Lessor's Agent to be carried out by a Company complying with Australian Standards.
- The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
- By signing below you are only asking for approval for the above-mentioned pet/s to be accepted at the property for which you are applying.
- That the pet/s will not be fed on carpeted areas inside the property.
- During the tenancy, when a Routine Inspection is to be conducted, please ensure your pet/s are tied up and restrained at all times.
- The Tenant/s are required to ensure that the Approved Pet/s are registered with the Sunshine Coast Council at all times, and all relevant laws relating to the keeping of animals are complied with at all times.
- The Tenant/s agrees that should there be evidence of pet urine or smells in the property, it will be professionally cleaned and deodorized, or if necessary the affected carpet and underlay is to be replaced at the Tenant/s own expense.
- That the pet/s shall not be allowed outside of the premises unsupervised or on common property
- That the pet/s will not become an annoyance or source of discomfort to other tenant/s or neighbours.
- To ensure grounds and surrounding outdoor areas are kept clean and free from animal faeces and other mess.
- To repair any damage caused by the pet immediately, including re-turfing of lawns if there are track marks, holes or worn out areas, and any significant damage to ground level, walls, doors, carpet, fly screens, fences or furniture.

Sign & Date _____

The above pets have been approved by the owner. This agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the application above.