

TENANCY APPLICATION



AGENCY NAME	FIRST NATIONAL REAL ESTATE COASTAL	
ADDRESS	SHOP 21 'MOOLOOLABA INTERNATIONAL' CNR THE ESPLANADE & VENNING ST, MOOLOOLABA Q 4557	
PHONE	07 5444 0800	
EMAIL:	rentals@fncoastal.com.au	

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- One Application is to be completed per person.
- Our Agency staff will endeavour to contact you within 48 hours. If the Application is approved, within 24 business hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount of at least 2 weeks rent is to be paid to our office by Electronic transfer or Bank Cheque.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current residential address. Submit copies of the documents with your Application.
- Emailing your Application and documents, please call our office to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<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
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
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
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

Applicant Checklist - Before I submit this Application, I have;

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name	Email	Phone	

PROPERTY ADDRESS FOR RENT

Applicant's Details

Name in Full	Other Name You have been known by		
Date of Birth	Place of Birth		
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email	Are You a Smoker Yes / No		

Australian Citizen

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Current Address :

Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	Email		<input type="checkbox"/> Business	
Reason for leaving				
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:	

Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Reason for leaving				
Agent/Landlord	Email		<input type="checkbox"/> Business	

Employment

Current Employer	Your Position			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name	Email		<input type="checkbox"/> Business	

Income – specify \$Gross per annum and provide verification – MUST provide 2 current payslips

• Employment	\$
• Self Employment – provide Accountant letter to verify	\$
• Other:	\$
TOTAL	\$

If Self Employed

Company Name	Trading As			
Address	ABN			
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details	<input type="checkbox"/> Business		Email	
Creditor Referee	<input type="checkbox"/> Business		Email	

If a Student or Not Currently Employed

Student ID # Institution Course Duration

Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter Centrelink Document Bank Statements Austudy Document Other

Vehicles to be kept at Property including caravans boats & trailers

Registration No Description

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets No Yes: Please complete attached Pet Application and Agreement.

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

Personal Referees do not use Employer/Landlords/Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? Yes No:

Was our Property in a satisfactory condition when you inspected it? Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia. I declare I am not bankrupt or an undischarged bankrupt. I am aware that the agent/owner is not obliged to give a reason if this application is unsuccessful.

I apply for Tenancy for a period of _____ months, at a rental of \$_____ per week commencing on ____/____/____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses Ezi Debit for rent payments and the Tenant will incur a once off Admin Fee of \$1.65 plus \$0.99c per Direct Debit, \$1.25 per BPay or 1.5% per Visa/Master card transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to FIRST NATIONAL MOOLOOLABA TRUST ACCOUNT.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

FIRST NATIONAL REAL ESTATE COASTAL
Shop 21 'Mooloolaba International' Cnr The Esplanade & Venning St, Mooloolaba
Ph. 07 5444 0800 rentals@fncoastal.com.au

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the Australian 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 your previous Lessors or Letting Agents, your Employer and Referees. We will also check if 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 TICA Tenancy Database. Information already held on TICA Tenancy Database 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 of TICA Tenancy Database and/or other Agents. If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed and provide you with the contact details of the database operator so you can find out information about your listing.

You have the right to access personal information that we hold about you by contacting your Property Manager. 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 will not be considered by the owner of the relevant Property, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of First National Coastal. I authorise First National Coastal to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- TICA Tenancy Database to which First National Mooloolaba subscribes. I can refer to their Privacy Disclosure Statement via: www.tica.com.au.

I authorise First National Coastal 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.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree First National Coastal to use the phone/email details provided to contact me for marketing purposes until I advise otherwise.

ELECTRONIC TRANSMISSION

It is agreed by signing below, my consent is given to receive documentation from First National Coastal by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

RENTAL PAYMENT OPTIONS (Please tick one of the following available options)

- I agree to use Ezi Debt (Direct Debit/BPay or Credit Card). Please complete attached Ezi Debt Request Form.
- I agree to post a Bank Cheque or Money Order made payable to: First National Mooloolaba to PO Box 204, Mooloolaba Qld 4557.
- I agree I will authorise my employer to deduct the money from my pay and post a cheque made payable to: First National Mooloolaba to PO Box 204, Mooloolaba Qld 4557.
- I agree I will authorise Centrelink to deduct the money from my pension and post a cheque made payable to: First National Mooloolaba to PO Box 204, Mooloolaba Qld 4557.

PERSONAL CHEQUES AND CASH WILL NOT BE ACCEPTED BY OUR AGENCY

Telephone & internet lines are at the cost of the tenant. Please contact service providers for the area if required prior to applying for the property.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date & Time	