

Application for Residential Tenancy

Information for Application

Office Hours: Monday to Friday 8.30 am to 5.00 pm Saturday: By Appointment

Prior to completing this application, please read the following information carefully and speak with the Property Manager should you have any queries or problems.

A residential tenancy agreement is a legal binding agreement between the Landlord and the applicants. There are certain obligations for both parties; however your rental payment and the condition in which the property is maintained are your main obligations. Available from our office for your information prior to signing lease documents is the General Tenancy Agreement, Tenant Information Booklet Form 17a and Body Corporate by-laws (where applicable).

Your rental history forms a crucial part of your ability to obtain a rental property with our office. Providing a rental history from a previous Agent or Landlord is essential and forms part of the points system listed on the back of this form. The combined income of the applicants will also be taken into consideration when processing the application

If you have recently moved out of or sold your own home, you are required to provide proof of ownership, and the details of the selling agent (where applicable).

Making an Application

1. All people wishing to reside in the property must be listed on the application (if you require an extension to the application, please complete a second Application For Residential Tenancy form). Photocopy fee: 50c p.p
2. Read through the application completing it thoroughly with all the information as required, so it can be processed efficiently. Sign and date it completing the start date, term and rental per week. Failure to complete thoroughly &/or provide full documentation may result in delays or rejection.
3. There is a "points system" on page 5, which will provide us with the necessary identification to complete this Application. Only send pages 2 – 4 when faxing this application form. Do not send this page.
4. Evidence of your income – You will be required to provide proof of income. This can be in the form of a payslip, tax return, letter from your employer or a note from your accountant if you are self-employed.
5. Our office is a member of the Tenancy Information Centre of Australia (TICA) and all applicants will be checked against this database. Should you have had a problem with a previous tenancy, it is important you advise us so we can discuss this with you. You may contact TICA to discuss any information on 190 222 0346 (calls charged at \$5.45 per minute inclusive of GST.)
6. Due to the time necessary to process this application please allow a minimum of 24 hours before contacting our office if we have not contacted you in the meantime.
7. Transfer of bonds will only be accepted upon prior arrangements with management. It will then be at the Agent's discretion.
8. It is also the Landlord's discretion to accept or deny any or all applications being presented and to provide no specific reason for their decision.
9. Should this application not be successful, all documentation will be destroyed by "Cut-2-Shreds".

Approved Applicants

Payment: Once your application has been approved, you will be required to provide a non-refundable payment being equivalent to 2 weeks rent. **We do not accept cash at any time.** We will also make an appointment with you to sign all the necessary documentation. All parties to the lease must be present at the appointment, unless prior arrangements have been made. This procedure will take approximately 30 minutes. You must provide **YOUR BANK DETAILS** during this appointment as rent is paid by BPAY and this will be processed at this time. Other rent options available refer to Page 4 of this application.

Keys: On the day of possession the keys will only be handed out upon receipt of monies in full, documentation is signed by all parties and to the parties listed as applicants. Should the keys be required before the start date of commencement date will be amended hence the commencement of rental payment will also change.

Section One: PERSONAL DETAILS			
Proposed Property:		Date Inspected: ___/___/20 Property shown by: _____	
How Did You Find Out About The Property? <input type="checkbox"/> Internet <input type="checkbox"/> Gold Coast Bulletin <input type="checkbox"/> Local Paper <input type="checkbox"/> Sign Board <input type="checkbox"/> Referral <input type="checkbox"/> Other _____			
Rent P.W. \$	Term: <input type="checkbox"/> 6 <input type="checkbox"/> 12 months <input type="checkbox"/> Other _____	Start Date: _____/_____/_____	
First Applicant:	D.O.B. _____/_____/_____	Hm No.:	
Drivers Licence No.:	State: <input type="checkbox"/> QLD <input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> Vic <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> NT <input type="checkbox"/> Tas		
Email Address:		Mbl No.:	
Second Applicant:	D.O.B. _____/_____/_____	Hm No.:	
Drivers Licence No.:	State: <input type="checkbox"/> QLD <input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> Vic <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> NT <input type="checkbox"/> Tas		
Email Address:		Mbl No.:	
Current Address:			
Period of Occupancy:	Rent Paid P.W.	\$	
Reason for Leaving:			
Current Lessor/Agent:	Phone No:		
Email Address:	Fax No.:		
Previous Address:			
Reason for Leaving	Period of Occupancy:		
Previous Lessor/Agent:	Phone No.:		
Email Address:	Fax No.:		
Full Bond Refund:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason:	
No. of Children	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Any Smokers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Names of all Other Occupants: Attach ID			
Pet/s:	Type:	No.:	Registered: <input type="checkbox"/> Yes <input type="checkbox"/> No
Section Two: EMPLOYMENT REFERENCES			
First Applicant			Nett Income per fortnight: \$
Occupation:			
Current Employer:			
Address:			
Phone No.:	Mobile No.	Period of Employment	
Previous Employer:			
Phone No.:	Mobile No.	Period of Employment	
Second Applicant			Nett Income per fortnight: \$
Occupation:			
Current Employer:			
Address:			
Phone No.:	Mobile No.	Period of Employment	
Previous Employer:			
Phone No.:	Mobile No.	Period of Employment	
Centrelink Benefits	Type of Payment: Attach Copy of Statement	Amount Received:	\$

Section Three: SELF-EMPLOYED				
First Applicant:				
Name of Business:				
Address:				
Phone No.:		Mobile No.		How Long in Business:
Nature of Business:				
Second Applicant:				
Name of Business:				
Address:				
Phone No.:		Mobile No.		How Long in Business:
Nature of Business:				
Accountant:				
Address:			Contact No.:	
Email Address:				
Section Four: BUSINESS/WORK REFERENCES				
First Applicant				
Name:			Relationship:	
Address:				
Phone No.:		Mobile No.:		How Long Known:
Second Applicant				
Name:			Relationship:	
Address:				
Phone No.:		Mobile No.:		How Long Known:
Section Five: PERSONAL REFERENCES				
First Applicant				
Name:			Relationship:	
Address:				
Phone No.:		Mobile No.:		How Long Known:
Second Applicant				
Name:			Relationship:	
Address:				
Phone No.:		Mobile No.:		How Long Known:
Section Six: VEHICLES to Include Jetski/Boat/Trailer/Camper/Caravan				
Type:			Registration No.:	
Type:			Registration No.:	
Type:			Registration No.:	
Type:			Registration No.:	
Section Seven: EMERGENCY CONTACT				
Name:			Relationship:	
Address:				
Contact No.:			Mobile No.:	

RENTAL REFERENCE REQUEST



Real Estate Agent: _____ Fax or Email: _____
 Property Manager: _____ Date: ___/___/___

Privacy Act Acknowledgement

In accordance with the Privacy Act I/We authorise the recipient of this fax to give information to Sutherlands Property Management Group Pty Ltd. I/We understand this can also include information about my/our credit worthiness, credit rating, credit history or credit capacity. I/We understand this information will be used to assess my/our application.

Name:	Name:
Signature:	Signature:
Date:	Date:

OFFICE USE ONLY

Property Address:			
Vacate Date:		Rent Per Week:	

Current paid to date:	
History of arrears:	
Notices: Form 11 Notice to Remedy Breach Form 12 Notice To Leave	<input type="checkbox"/> No <input type="checkbox"/> Yes How Many?: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> ___ <input type="checkbox"/> No <input type="checkbox"/> Yes How Many?: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Terminating Fixed Term Tenancy:	<input type="checkbox"/> No <input type="checkbox"/> Yes Reason:
Routine Inspections: (incl yard & garden)	
Commencement date of Tenancy:	
Lease End Date:	
Pets:	<input type="checkbox"/> No <input type="checkbox"/> Yes How Many?: <input type="checkbox"/> 1 <input type="checkbox"/> 2
Issues with Pets:	
No. of Approved Occupants:	
Would you rent to them again?	
Other Comments Regarding Tenancy	

Person Completing This Form: _____ Date: ___/___/___

Please complete and return with tenant ledger to facsimile number 07 5535 8857
Thank-you for your assistance

I/We, _____ the abovenamed applicants do hereby declare that I/we have inspected the said property and found it to be in a **clean condition** and I/we wish to apply for residential tenancy. I/We further declare that the above information is true and correct and that I/we have **attached** the relevant information to the best of our ability and of our own free will.

I/We authorise Sutherlands Property Management to conduct any and all enquiries and searches, including tenancy information from TICA to verify the supplied information. I/We understand that TICA is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenant agreements. I/We further agree and understand that a listing with TICA could have an adverse effect on my ability to obtain future rental accommodation.

I/We understand that my/our application is subject to the Landlord's approval and understand their decision is final. I/We agree to pay the full amount of two weeks rent being \$ _____ plus rental bond being \$ _____ on or before taking possession of the property. **I/We understand the Agent/Landlord is not required to give an explanation to me/us for the application not approved.**

Upon final approval of this tenancy application I/we agree to pay a minimum of two (2) weeks rent to secure the property and understand this is a non-refundable payment should I/we decide to withdraw our Application after approval.

I/We acknowledge the rent is to be paid via BPAY and agree to provide bank details upon the signing of the lease documents (BPAY fee of \$1.25 per transaction). Alternative methods of rent payment are by Bank Cheque (Bank Fee of \$10 approx) or fortnightly Direct Debit (Bank Fee of \$2 per transaction) only.

- I/We further declare that I/we am/are not bankrupt
- I/We have read and understood the terms and conditions of the Form 18a Tenancy Agreement available to me/us at the website of www.spmg.com.au or office at 1/88 Township Drive, Burleigh

First Applicant Signature: Date: ___/___/___
 Second Applicant Signature: Date: ___/___/___



Phone: 1300 554 323
 Fax: 1300 889 598
 Email: info@connectnow.com.au

A free service – Connecting Your Utilities Has Never Been Easier

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

Call me to connect my utilities Yes

Signature _____ Date _____ / _____ / _____ **ID: 13826**

IDENTIFICATION PERTAINING TO APPLICATION

This section forms part of the application process. To complete this application **each applicant** must achieve a minimum of 100 points. The identification must include **Photo Identification** and **Proof of Income**.

Do Not Send This Page

One ID from each of the sections below:

ID

Drivers Licence	40 points
Photo Identification	40 points
Passport	40 points

Income

Pay Slip x 4	20 points
Employer's letter of confirmation of income	20 points
Accountants letter of confirmation of income	20 points
Current Tax Return	10 points

References

Last 4 rent receipts or Ledger Card	30 points
Last home owner's rates notice	30 points
Reference from previous Landlord or Agent	20 points

Other

Electricity Account	10 points
Telephone Account	10 points
Bank Statement	10 points
Current Motor Vehicle Registration Papers	10 points

Note: If you are unable to meet the 100 points, please contact the Property Manager immediately

Note: Photocopies carried out by staff at our office of any of the above identification will incur a fee of 50 cents per page