

## Application for Residential Tenancy

Sutherlands Property Management Group  
1/88 Township Drive  
Burleigh Heads QLD 4220  
P:0755358854  
E: [admin@spmg.com.au](mailto:admin@spmg.com.au)  
Office Hours: Monday to Friday 8:30am – 5pm

### Information for Application

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 payments and the condition in which the property is maintained are your main obligations. Available at our reception desk for your information prior to signing lease documents is Annexure A, 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 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.

### Complete the 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)
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 emailing this application form to our office ([admin@spmg.com.au](mailto:admin@spmg.com.au)).
4. Evidence of your income – you will be required to provide proof of income. This can be in the form of pay slips, most recent tax return, letter from your employer stating annual income, or a letter 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 the 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 applications, please allow a minimum of 24 hours before contacting our office if we have not contacted you in the meantime.
7. It is the landlord’s discretion to accept or deny any or all application being presented and to not provide specific reasons for their decision.
8. Should this application not be successful, all documentation will be destroyed by “Cut 2 Shreds”.



## Tenancy Application



### Applicant One

Property:	
Date Inspected:	Proposed Start Date:
Rent P/W:	Preferred Lease Term: 6 or 12

Full Name:		Contact No :	
DOB:			
Email Address:			
Drivers Licence No:		State:	Expiry Date:
Number of Children:		Names & Ages	
Number of Pets		Breed	
Number of Vehicles		Rego No's:	

Current Address:			
Period of Occupancy:		Rent Per Week:	
Reason for Leaving:			
Current Agent/Lessor:			
Contact No:		Email:	

Previous Address:			
Period of Occupancy:		Rent Per Week	
Reason for Leaving:			
Current Agent/Lessor:			
Contact No:		Email:	



**Employment Details**

Occupation:			
Current Employer:			
Address of Business:			
Contact Number:			
Nett Income P/w:		Period of Employment:	

**Self Employed**

Business Name			
ABN		Net Income P/W:	
Accountant Name		Contact No:	

**Personal Reference**

Name:		Contact No:	
Relationship:		Length of Relationship:	

**Business Reference**

Name:		Contact No:	
Relationship:		Length of Relationship:	

**Emergency Contact**

Name		Relationship	
Address			
Contact No:			
Email:			

**Tenancy Application**



**Applicant Two**

Property:	
Date Inspected:	Proposed Start Date:
Rent P/W:	Preferred Lease Term: 6 or 12

Full Name:				Contact No :	
DOB:					
Email Address:					
Drivers Licence No:		State:		Expiry Date:	
Number of Children:		Names & Ages			
Number of Pets		Breed			
Number of Vehicles		Rego No's:			

Current Address:					
Period of Occupancy:		Rent Per Week:			
Reason for Leaving:					
Current Agent/Lessor:					
Contact No:		Email:			

Previous Address:					
Period of Occupancy:		Rent Per Week			
Reason for Leaving:					
Current Agent/Lessor:					
Contact No:		Email:			



**Employment Details**

Occupation:			
Current Employer:			
Address of Business:			
Contact Number:			
Nett Income P/w:		Period of Employment:	

**Self Employed**

Business Name			
ABN		Net Income P/W:	
Accountant Name		Contact No:	

**Personal Reference**

Name:		Contact No:	
Relationship:		Length of Relationship:	

**Business Reference**

Name:		Contact No:	
Relationship:		Length of Relationship:	

**Emergency Contact**

Name		Relationship	
Address			
Contact No:			
Email:			



I/ We, \_\_\_\_\_  
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 authorize Sutherlands Property Management Group to conduct any and all enquiries and searches, including tenancy information from TICA and NTD 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 tenancy agreements. I/We further agree to 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 \$\_\_\_\_\_ before taking possession of the property.

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 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](http://www.spmg.com.au) or office at 1/88 Township Dr, Burleigh Heads

First Applicant Signature: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Second Applicant Signature: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Rental Reference Request

### Privacy Act Acknowledgement

In accordance with the Privacy Act I/We authorise the recipient of this reference request to give information to Sutherland's 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

* BELOW SECTIONS TO BE COMPLETED BY THE MANAGING AGENT ***			
Tenant Name:			
Address Rented:			
Period of Time Rented Through Agent		From:	To:
Rent Amount Paid Per Week		\$	
Was the Tenant Listed as a Lessee?	Yes / No		
Did your Agency Terminate the Tenancy?	Yes / No		
During the Tenancy was the Tenant Ever in Arrears?	Yes / No		
Did the Tenant Ever Receive any Notice to Remedy's	Yes / No		
If Yes	Number of Breaches:		
	Reasons:		
What was the condition of the Property During the Tenancy?	Great / Good / Satisfactory / Poor		
Were Pets Kept at the Property?	Yes / No		
If Yes, was there any Damage Caused by the Pets?	Yes / No		
Was the Bond Refunded in Full?	Yes / No		
If no, Please Provide Details:			
If Tenant has not yet Vacated, do you expect to Refund the Bond in Full?	Yes / No		
Would you Rent to these Tenants again?	Yes / No		
If no, Reasons:			

**Please complete and return along with the tenant ledger to [admin@spmg.com](mailto:admin@spmg.com).**

This facsimile is private and confidential for the named recipient only. If you are not the named recipient you must not copy, distribute or take any action on the contained information. If you receive this facsimile in error, please notify us on (07) 5535 8857.



## IDENTIFICATION REQUIRED WITH APPLICATION

In order to complete your application, each applicant is required to supply at least one from each of the below sections;

### Photo Identification

- Licence
- Passport
- Proof of Age Card

### Proof of Income

- 4 most recent pay slips
- Signed letter from employer confirming income
- Signed letter from accountant confirming income
- Most recent tax return
- Bank Statements – showing consistent income

### Proof of Address

- Utility Bill
- Rates Notice (Must be supplied for ownership if current address is owned by you)
- Vehicle registration
- Bank Statement

All documents must be scanned clear enough for us to read all information. If documents are blurry, it may delay the application process.

If you are unable to supply 1 item from each section, please contact the office to discuss further.



**simplerent.com.au**

The Applicant understands that the preferred rental payment method is a set and forget Direct Debit via SimpleRent. Upon approval of the Tenancy Application you will have the option to pay the rent via easy credit card deductions or weekly direct debit from your Bank Account. **Its that Simple!**

You will also receive access to the **SimpleDiscounts** rewards program that will save you **3% to >20% off** over 22 National retailers and a host of other local businesses.

I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online

I acknowledge

I acknowledge that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit.

I acknowledge

I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit set up \$1.10, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%).

Failed payments \$9.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary.

I acknowledge

I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.

I acknowledge

Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_