

### Tenancy application form

To consider your application we require you to complete this application thoroughly and ensure that all contact numbers are correct. **PLEASE BE ADVISED THAT PRE-APPROVAL SCREENING WILL APPLY. EACH APPLICANT MUST COMPLETE A SEPARATE APPLICATION.**

**Do not leave blanks or withhold information or your application WILL NOT be processed.**

- An application **MUST** be completed by each occupant over 18 years of age.
- Our methods of paying rent are:
  - **Direct transfer via Online banking.** Please ensure to include your reference number.
  - **Periodical payment transfer** set up from your nominated bank account.
  - **Bank cheque / money order**
  - **Cash**
- Provide proof of identification for our 100-point check.
- Proof of income 4 x current pay slips or current Centrelink statement and rental references will be required
- False and misleading information will render your application unsuccessful.
- The completion of this application does not constitute an offer or acceptance.
- The final decision will be made by the Owner of the Property and no reason for their decision given.
- If this application is successful a holding deposit equal to 1 weeks rent is required (this is allocated towards your first weeks rent) and a bond amount equivalent to 4 weeks rent plus the 2<sup>nd</sup> weeks rent in advance is payable on signing the lease.
- **We encourage bond payments online. Please indicate whether you will be paying a bond online or direct to our office for lodgement.**
- It is a tenant responsibility to arrange connection of electricity, telephone/internet and gas supply to the property after the application has been approved.

#### 100 Point check.

A minimum of 100 check points is required for each applicant.

Points must be made up from each sections A, B and C as shown.

Please ☒ tick

#### **Proof of Identity (40 Points)      You must provide one of the following:**

Drivers Licence or Passport      or      Birth Certificate + Photo ID      40 Points ☐

#### **Proof of Income (30 Points)      You must provide one of the following:**

Last 4 payslips      or      Current Centrelink Statement      30 Points ☐

Current Bank Statement (must show sufficient funds to meet rental payments)      30 Points ☐

#### **Supporting Documentation (30 Points) You must provide at least 30 points of the following documentation:**

Current Rent Ledger (from Agent)      30 points ☐

Current electricity/phone account      10 points ☐

Pension card, Medicare card or Health Care Card      10 points ☐

Credit card or ATM card      10 points ☐

#### **(Minimum of 100 Points Required)**

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

**The following checklist is required for the processing of your application.**

- ☐ I have signed the Privacy Act Acknowledgment form plus this application form.
- ☐ I have attached non-returnable copies of the documentation required for the 100 Point check
- ☐ I have read and accept the terms and conditions
- ☐ I have signed the Privacy Act Acknowledgment form plus this application form

## RENTAL PROPERTY DETAILS

1. Address of the property you would like to rent; \_\_\_\_\_

If you have a second preference, the address of that property; \_\_\_\_\_

2. Lease commencement date; \_\_\_\_\_ Lease Term: please circle 6 months - 12 Months

## PERSONAL DETAILS

3. Please give us your details:

Mr. ☐ Ms. ☐ Miss. ☐ Mrs. ☐ Other \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Drivers Licence no: \_\_\_\_\_ Drivers Licence expiry date: \_\_\_\_\_

Passport no: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension/Centrelink no (if applicable): \_\_\_\_\_ Type of payment: \_\_\_\_\_

Home phone no: \_\_\_\_\_ Mobile phone no: \_\_\_\_\_

Work phone no: \_\_\_\_\_ Email address: \_\_\_\_\_

4. How many people will occupy the property? \_\_\_\_\_ Adults \_\_\_\_\_ Children

Ages of Children (if applicable) \_\_\_\_\_

## PETS

5. Do you have any pets? No Yes - if so, please provide details of pet/s

Type and  
breed: \_\_\_\_\_

## CARS

6. Car rego: \_\_\_\_\_ year model: \_\_\_\_\_

## EMPLOYMENT HISTORY

7. Please provide your employment details

What is your occupation? \_\_\_\_\_ Full time Part time Casual (please circle)

Employers Name: \_\_\_\_\_

(inc. accountant if self - employed or institution if a student)

Employers address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone no: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Net weekly Income: \$ \_\_\_\_\_

**Please provide your previous employment details if current employment under 2 years.**

Employers Name: \_\_\_\_\_

Employers address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone no: \_\_\_\_\_

Length of employment: \_\_\_\_\_

## RENTAL HISTORY

**8. What is your current address:** \_\_\_\_\_

How long have you lived there: \_\_\_\_\_ Weekly rent paid: \$ \_\_\_\_\_

Why are you leaving this address? \_\_\_\_\_

Agency/Landlord: \_\_\_\_\_ Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**9. What was your previous rental address?** \_\_\_\_\_

How long have you lived there: \_\_\_\_\_ Weekly rent paid: \$ \_\_\_\_\_

Agency/Landlord: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Was bond refunded in full (please circle) Yes No If not, why not? \_\_\_\_\_

**10. What was your previous rental address? ( If your previous addresses are less than 3 years)**

Address: \_\_\_\_\_

How long have you lived there: \_\_\_\_\_ Weekly rent paid: \$ \_\_\_\_\_

Agency/Landlord: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Was bond refunded in full (please circle) Yes No If not, why not? \_\_\_\_\_

## REFERENCES

**12. Please provide two personal/business references** (not related to you)

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EMERGENCY CONTACT

Please provide a contact in case of an emergency.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile/work: \_\_\_\_\_

Email: \_\_\_\_\_

## HOLDING DEPOSIT

13. I understand that should my application be successful; I am required to pay a holding deposit equivalent to 1 weeks rent within 48 hours of my application being approved.

Should I elect not to pay a holding deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will be continued to be marketed and offered to other prospective tenants.

**HOLDING DEPOSIT - One (1) weeks rent** \$ \_\_\_\_\_

- (a) Once the holding deposit has been paid, the Landlord agrees not to enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notified the Agent/Landlord that the tenant no longer wishes to enter into a Residential Tenancy agreement.
- (b) The holding fee will be retained by the Landlord if the tenant enters into the Residential Tenancy Agreement, in which case it will be paid towards the first weeks rent.
- (c) **The holding fee will also be retained by the Landlord if the tenant refuses to enter into the Residential Tenancy Agreement. In this instance the entire holding fee will be retained by the Landlord irrespective of when the tenant provides notice that they will not be entering the agreement.**
- (d) Despite sections (b) & (c) the holding fee must not be retained by the Landlord if the tenant refuses to enter into a Residential Tenancy Agreement due to misrepresentation or failure to disclose a material fact by the landlord or the Agent.

The holding deposit will be banked into a Trust account and any refund given will be by way of a Trust Account cheque.

## PAYMENT DETAILS

### 14. Property Rental

2 weeks rent in advance

Rental Bond = 4 weeks rent

Less Holding deposit = 1 week

Amount payable on signing tenancy

Agreement (Bank Chq or Money Order) All cheques are to be made out to Coastal Realty Forster Tuncurry

For security and insurance reasons Coastal Realty Forster Tuncurry has a cash free policy.

### 15. Rent payment methods: I agree to pay my rent via one of the following methods:

**Direct transfer via Online** banking, please ensure your reference number is included.

**Cheque or Money Order**

Per week \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_



## DECLARATION

### 16. I confirm the following: (Please circle)

A: I have inspected the property that I am applying for Yes No

B: During the inspection of this property, I found it to be reasonably clean condition Yes No

Signed by applicant: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Tenancy application form

## TERMS & CONDITIONS

I hereby offer to rent the premises from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in section H.

A acknowledge that this application is subject to the approval by the owner/landlord. I declare that all information in this application is true and correct and given of my own free will.

I authorise the Agent to obtain personal information from:

- a) The owner or Agent of my current or previous residence.
- b) My personal referees and employer/s
- c) Any record, listing or database of defaults by tenants.

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

I understand that this Agent is a member of TICA default database and that the Agent may conduct a reference check with this organisation.

I authorise this agent to provide any information about me to any database for the purpose of conducting any check and acknowledge that such information may be kept and recorded by these organizations.

I will not hold the Agent or tenancy default databases accountable for the inaccurate keying of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy default database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations, I may be listed with the noted Tenancy Default Database until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent.

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 organisations/tradespeople to contact me.
- d) Facilitate to sale of the property should it be placed on the market for sale.
- e) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- f) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- g) Refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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

## PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of the tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third-party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a residential tenancy agreement, and you fail to comply with your obligations under that agreement, the fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information, we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete, or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Signed by applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# CURRENT LANDLORD/AGENCY TENANT REFERENCE CHECK

We advise that the applicant below has applied to our office for rental accommodation. It would be greatly appreciated if you could answer the questions below & email it back to our office at [info@coastalrft.com.au](mailto:info@coastalrft.com.au) with a recent rent ledger as soon as possible to enable the application to be completed.

**APPLICANTS NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**Rent per week \$** \_\_\_\_\_

**Did the above tenant reside at this address?** YES / NO

**How many people on lease?** \_\_\_\_\_

**How many people resided at property?** \_\_\_\_\_

**Period of Tenancy** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## Rent Payments

- ☐ Very good – always on time/in advance  
☐ Always under 7 days in arrears ☐ Always well in arrears (7+ days)

## Periodic Inspections

- ☐ Excellent ☐ Good  
☐ Satisfactory ☐ Unsatisfactory

## Maintenance

- ☐ Always reported on time ☐ Slow to report.  
☐ Impatient ☐ Demanding

## General reference

- ☐ Would rent to again ☐ Good/Co-operative Tenant  
☐ Unco-operative tenant

## Overall, how was the tenant?

- ☐ 5 Excellent ☐ 4 Great ☐ 3 Good ☐ 2 Average ☐ 1 Not Ok

## Do you know why the resident/s are vacating?

**Comments** \_\_\_\_\_

**Notices- Termination Notices?** YES / NO

**Breach Notices?** YES / NO

**Date of most recent notice** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reason** \_\_\_\_\_

**Pets** ☐ Permission – Outside only - was there evidence of them being inside? YES / NO

☐ Without permission

**Vacating Inspection** ☐ Good ☐ Returned for cleaning.

☐ Damage ☐ Fleas ☐ Unsatisfactory ☐ Argumentative

**Bond** ☐ Refund in Full ☐ Part claim ☐ Full claim

**Signed by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_