

Office Only:

Application Received: ____/____/____

Received By: _____

Ph: (07) 5495 5566 / Fax: (07) 5495 5936
Email: realty@professionalscaboolture.com.au
57 Beerburrum Road Caboolture Qld 4510

TENANCY APPLICATION FORM

ALL SUPPORTING DOCUMENTATION MUST ALREADY BE PHOTOCOPIED TO SUBMIT YOUR APPLICATION!!

(20 cents per page will apply should you require photocopying to be done at the office)

NB: INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED!

Due to fiduciary obligation that we as Managers have to our Owners, please note that we are unable to hold the property until an application is approved AND THAT the first two weeks rent (non-refundable deposit) be paid and cleared within 24 hours in the form of a bank transfer, money order, bank cheque, or cash.

Each (individual) applicant will be required to provide the following: PLEASE TICK!

100 POINT CHECK AND PHOTO IDENTIFICATION

- Drivers Licence (40 Points)
- Current Vehicle Registration (25 Points)
- Passport (70 Points)
- Current Telephone/Electricity/Gas Bill (25 Points)
- Proof of Age Card (40 Points)
- Council or Water Rates (35 Points)
- Birth Certificate (70 Points)
- Other (Medicare/Healthcare/Pension card) (25 Points)

ADDITIONAL STUDENT IDENTIFICATION (IF REQUIRED/APPLICABLE)

Students are also required to provide the following:

- Student Card
- Confirmation of Enrolment
- Scholarship Verification Papers, if applicable

PROOF OF INCOME

- Last Three (3) Current Pay Slips
- Current Bank Statement
- Current Employment Agreement
- Centrelink/Austudy/Government Assistance Papers

Any further information to support your application: _____

Applications will be processed at the owner's discretion. Applicant/s will be notified if their application is successful or declined. If unsuccessful, no explanation will be given. We will hold all applications on file for one month then all documentation will be destroyed. Please allow approximately 24-48 hours for processing of applications. Delays may occur if there are numerous applicants that have applied for the same property.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

TWO WEEKS RENT

Once the application has been approved you will be required to pay two weeks rent within 24 hours of approval to secure the property. Please note this must be paid in cleared funds (bank transfer, money order, bank cheque or cash). Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until the money is cleared. In the event that you withdraw from the tenancy after the two weeks rent has been paid you will forfeit the money.

PAYMENT OF RENT AND BOND

Prior to taking possession of the property you will be required to pay four weeks rent as bond. This office does not accept bond transfers and does not transfer Department of Housing Bonds. If you are relying on a bond transfer please discuss this with our office prior to signing the General Tenancy Agreement (RTA Form 18a). All monies must be paid via money order, bank cheque or cash. All monies must be cleared funds prior to collecting keys.

SIGNING OF GENERAL TENANCY AGREEMENT

Please allow for approximately 30 minutes for the signing of General Tenancy Agreements (RTA Form 18a). All tenants must be present to sign the General Tenancy Agreement, Bond Lodgement Form and to collect keys. Tenants will also be provided with the following documents (if applicable): Special Terms & Conditions of General Tenancy Agreement, Copies of Entry Condition Report, Lists of inventory items, copy of Body Corporate By-Laws, Key Register, Maintenance Request Form, Break Lease Costs & Process.

Please further note that upon vacating the premises all parties will be required to be present for signing the Refund of Rental Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays up to four weeks for monies to be released.

Professionals Caboolture/Morayfield office sign up hours are Monday-Friday 8:30am-5:00pm. Please note that tenants will be required to collect the keys, finalise payment of monies and sign all documents during the office hours only.

TELEPHONE/ELECTRICITY/GAS CONNECTION

It is the tenant's responsibility to connect Telephone/Electricity and Gas. Please ensure you make your own arrangements. The following contacts are provided for your added convenience; Energex (Electricity) – 131 253, Telstra (Telephone) – 132 200. All connection costs and deposits are the tenant's responsibility. Our agency can provide information to assist in utility connections through Connectnow which is a free service.

TENANT CONTACT DETAILS

It is the tenant's responsibility to notify our office to changes of immediate contact details. We require your telephone number in the event that repairs need to be carried out, or in case of an emergency.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

**TERMS AND CONDITIONS
AUTHORITY AND PRIVACY DISCLAIMER**

I the applicant does solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises and wish to take a tenancy of such premises for a period of _____ months from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information providers and references named in the application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry and or other agents.

Once the application has been approved I agree to pay the first two weeks rent to secure the property. In this instance that being \$_____ per week. **THE PROPERTY WILL NOT BE HELD UNTIL WE PROFESSIONALS CABOOLTURE/MORAYFIELD RECEIVE THE FRIST TWO WEEKS RENT**, in the form of money order or bank cheque. In the event that the application is successful and acceptance is communicated and the first two weeks rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office upon communication of acceptance of this application by the Agent I agreed that this tenancy shall be binding and the application deposit will be my first two weeks rent.

I the applicant accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined your details will be held on file for one month. Following this period all details held will be disposed of.

IMPORTANT PRIVACY NOTE: The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the 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. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. An individual may complain about a breach of the Australian Privacy Principles, or a registered APP code (if any) that binds the entity, and how this entity will deal with the complaint.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Professionals Caboolture/Morayfield at 57 Beerburrum Road Caboolture QLD 4510, Ph: (07) 5495 6680, Fax: (07) 5495 5936 or email admin@professionalscaboolture.com.au, before this information is destroyed. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I/We have read and understand the above and authorise Professionals Caboolture/Morayfield to collect any information they deem necessary for the purpose of my/our application without limitation.

Applicant Name: _____ **Signature:** _____ **Date:** _____

Applicant Name: _____ **Signature:** _____ **Date:** _____

Applicant Name: _____ **Signature:** _____ **Date:** _____



TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients
The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant’s personal information maybe recorded in the Agent’s TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord’s exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80. Full details about TICA’s Privacy Policies can be found on TICA’s website at www.tica.com.au under Tenant Information and Privacy Policies.

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Applicant Name: _____ **Signature:** _____ **Date:** _____

Applicant Name: _____ **Signature:** _____ **Date:** _____

Applicant Name: _____ **Signature:** _____ **Date:** _____

APPLICATION FOR RESIDENTIAL TENANCY

(All persons over the age of 18 years, MUST complete an application)

PROPERTY ADDRESS: _____

Have you inspected the property? Yes No Date of Inspection: _____

Have you viewed a copy of the General Tenancy Agreement? Yes No

Requested Term of Lease? 6 months / 12 months

Rental Rate per week?: \$ _____

TOTAL NO. PERSON(S) WISHING TO RESIDE:	Applicant 1 (Name):	Age:
	Applicant 2 (Name):	Age:
	Applicant 3 (Name):	Age:
OCCUPANTS UNDER 18 YEARS OF AGE:	Name:	Age:
	Name:	Age:
	Name:	Age:
	Name:	Age:
Pet(s): YES/NO	Breed/Age:	

APPLICANT 1		
Full Name:	Date Of Birth:	
Driver's License Number:	Mobile:	
Passport Number:	Work:	
18+ Card Number (if applicable):	Email:	
CURRENT ADDRESS:		
Period of Occupancy: yrs mths	Reason for leaving:	
Rent Amount Paid: \$ (per week/night/month)	Agency: Ph: Fax:	Landlord: Ph: Mobile:
PREVIOUS ADDRESS:		
Period of Occupancy: yrs mths	Reason for leaving:	
Rent Amount Paid: \$ (per week/night/month)	Agency: Ph: Fax:	Landlord: Ph: Mobile:
OCCUPATION:	Net Weekly Income: \$	
Employer: Period of Employment: yrs mths	Employer Address: Ph:	
<i>If Self Employed</i> Name of Business:	ABN: Industry:	
Name of Accountant:	Phone:	
Personal Referees (Do not include relatives)		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Next of Kin:	Relationship:	Phone:

APPLICANT 2		
Full Name:	Date Of Birth:	
Driver's License Number:	Mobile:	
Passport Number:	Work:	
18+ Card Number (if applicable):	Email:	
CURRENT ADDRESS:		
Period of Occupancy: yrs mths	Reason for leaving:	
Rent Amount Paid: \$ (per week/fnight/month)	Agency: Ph: Fax:	Landlord: Ph: Mobile:
PREVIOUS ADDRESS:		
Period of Occupancy: yrs mths	Reason for leaving:	
Rent Amount Paid: \$ (per week/fnight/month)	Agency: Ph: Fax:	Landlord: Ph: Mobile:
OCCUPATION:	Net Weekly Income: \$	
Employer: Period of Employment: yrs mths	Employer Address: Ph:	
If Self Employed Name of Business:	ABN: Industry:	
Name of Accountant:	Phone:	
Personal Referees (Do not include relatives)		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Next Of Kin:	Relationship:	Phone:
APPLICANT 3		
Full Name:	Date Of Birth:	
Driver's License Number:	Mobile:	
Passport Number:	Work:	
18+ Card Number (if applicable):	Email:	
CURRENT ADDRESS:		
Period of Occupancy: yrs mths	Reason for leaving:	
Rent Amount Paid: \$ (per week/fnight/month)	Agency: Ph: Fax:	Landlord: Ph: Mobile:
PREVIOUS ADDRESS:		
Period of Occupancy: yrs mths	Reason for leaving:	
Rent Amount Paid: \$ (per week/fnight/month)	Agency: Ph: Fax:	Landlord: Ph: Mobile:
OCCUPATION:	Net Weekly Income: \$	
Employer: Period of Employment: yrs mths	Employer Address: Ph:	
If Self Employed Name of Business:	ABN: Industry:	
Name of Accountant:	Phone:	
Personal Referees (Do not include relatives)		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Next Of Kin:	Relationship:	Phone:

Acknowledgement Form

1. Rent is to be paid to one week in advance at all times.
2. The Tenant agrees to do nothing that involves painting, marking or defacing the premises internally or externally or using nails, hooks, screws or adhesives or attaching antennas without prior consent.
3. Any damage to the paint at the premises must be repaired by a professional at the tenant's expense. There are to be no paint touch ups.
4. The Tenant(s) will not cause to be constructed or placed upon any part of the Premises, without first obtaining the written consent of the Lessor, any shed, container, above ground pool or other object likely to cause damage to the Premises or grounds forming part of the Premises.
5. Where smoke alarms are installed they are to be fully operational at all times. Batteries are not to be removed nor units from their housing.
6. Gardens and lawn are to be maintained at all times. All grass and garden rubbish is to be removed. The Tenant(s) shall not cause plants to be added to or removed from the premises grounds without first obtaining written consent from the Lessor.
7. Furniture, Plants or their containers are not to be placed directly onto timber floors or decking (if applicable)
8. Smoking is prohibited inside any building on the property and all butts and ash is to be disposed of in a sanitary manner.
9. The Tenant agrees to maintain any pool or spa (where applicable) and is responsible to the cost of the products for treating. The Tenant(s) is to advise the agency immediately of any problems regarding the Pool, and will at the end of the tenancy return the Pool in good order and condition as at the beginning of the tenancy.
10. In accordance with Clause 24 of the Standard Terms, where the Tenant(s) is permitted in accordance with items 16.1 & 16.2 to keep pets on the Premises, the Tenant(s) agrees and confirms such pets will not be allowed in any of the indoor areas of the Premises. Any damage caused by pets must be rectified immediately or this office will have a tradesperson rectify problem at the tenant's expense. If pets are kept on the property then the property must be sprayed for fleas by a recognized company (internally & externally) and the receipt handed in with keys at time of vacate.
11. All window dressings are to be cleaned on vacate. Tenants will be responsible for damage caused by cleaning.
12. The tenant(s) agree to clean the Air Conditioning Filters every 3 months and to bleed (Top-Up) Electric Hot Water System on a regular basis.
13. The tenant(s) will, in the case of a break in, immediately contact the police and then promptly advise the Lessor/Agent.
14. At the time of vacate and the keys being returned to this office it will be deemed that the property will be fit to be relet immediately. If this is not the case cleaners/tradesperson will be employed at the tenant's expense.
15. Carpets must be professionally cleaned by a recognized company when vacating and receipt handed in with keys.
16. The tenant shall be responsible for insuring the tenants own property.

17. Vehicles of any kind or sort are not to be parked on any grassed area at any time
18. (a) As of the 1st April 2008 the Residential Tenancies Authority has approved Lessor/Agent's to charge for the cost of water, the tenant(s) will be responsible for such costs at the same rate that the Lessor would be charged.
(b) Should the owner provide a Water Compliancy Certificate, the tenant will be required to pay for all water consumption as billed by Unity Water. This consumption will be billed to the tenant(s) every 3 months.
(c) Should the property not be Water Compliant, the owner will be responsible for the first tier of water charges and the tenant(s) will be responsible for water consumption over the first tier. This consumption will be billed to the tenant(s) every three months.
19. If the property contains gas bottles the tenants are responsible for arranging the supply and/or filling of the cylinders, no refunds will be provided at the end of tenancy. The owners are responsible for the servicing/maintenance costs of gas cylinders only.
20. In the event of a Break Lease the tenant will be responsible for:- a Let Fee (equivalent to one weeks rent + GST), Advertising Costs equivalent to \$150 and Smoke Alarm Inspection at a cost of \$39.50. The tenants will also be responsible for rent until the lease commencement date for a new approved tenant **or** their lease expiry date whichever occurs first.
21. Tenant agrees to make an appointment if they require to personally speak to any of the Property Management Team.

I Acknowledge I have read and understand the above terms and conditions:

1. **Tenant Signature:** _____ **Date:** _____

2. **Tenant Signature:** _____ **Date:** _____

3. **Tenant Signature:** _____ **Date:** _____