

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

A. AGENT DETAILS

Online Property Sales
PO Box 381, Maroochydore, QLD 4558
Phone: 0425 742 742
Email: carissa@onlinepropertysales.com.au

Property Manager:

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. Bond?
 \$

5. Property rental?
 \$ per week \$ per calendar month

6. Full names of all other persons who will occupy the property (show ages of all children):

C. PERSONAL DETAILS

7. Please give us your details.
 Mr Ms Miss Mrs Other
Surname Given name/s
Have you ever been known by another Name YES NO
If YES, what other names have you been known by?

Date of Birth Licence/Passport number
Licence/Passport expiry date Licence/Passport state/country

8. Please provide your contact details.
Home phone number Mobile phone number
Work phone number Fax number
Email address

D. OTHER INFORMATION

9. Car registration?

10. Car owned or leased?









11. Car make/model?

12. Number of vehicles?

13. Please provide details of any pets.
Breed/Type Council registration number

14. Are you or any of your dependents living with you a smoker?
 YES NO

E. UTILITY CONNECTIONS

on the move

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

YES!! I would like **On The Move** to contact me.

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

F. APPLICANT HISTORY

15. What is your current address?

 Postcode

16. How long have you lived at your current address?
 Years Months

17. Please tell us about this residential address.
Name of landlord or agent
Landlord/agent's phone number Weekly rent paid \$
Reason for leaving this address?

18. What was your previous residential address?

 Postcode

19. How long did you live at this address?
 Years Months

20. Please give us further information about this rented property.
Name of landlord or agent
Landlord/agent's phone number Weekly rent paid \$

G. EMPLOYMENT HISTORY

21. Please provide your employment details.
What is your occupation?

Employer's name

Employer's address
 Postcode

Contact name Phone number

Length of employment Years Months Net Income (PA) \$

H. F YOU ARE SELF-EMPLOYED

22. If applicable, please provide your self-employment details, including statement from CPA confirming earnings.

Name of business

Business address

 Postcode

Name of accountant Phone number

Length of employment
 Years Months

Industry

ABN ACN

I. IF YOU ARE A STUDENT

23. If applicable, please provide your study details.

Place of study

Are you studying Full time? YES NO
Are you an overseas student? YES NO

If YES, Visa expiry date Student ID Number

J. CONTACTS / REFERENCES

24. Please provide a contact in case of emergency.

Surname Given name/s

Relationship to you Phone number

Address

25. Please provide one personal referee (not related to you).

Surname Given name/s

Relationship to you Phone number

26. Please provide one professional referee (work colleague etc).

Surname Given name/s

Relationship to you Phone number

K. DECLARATION

I, the Applicant:

1. Have never been evicted by an Agent/Lessor. TRUE / FALSE

2. Have no known reasons that would affect my ability to pay rent. TRUE / FALSE

3. Was refunded the rental bond for my last address in full (if applicable). *If FALSE, please attach a separate page advising the deductions made from your bond.* TRUE / FALSE

4. Have no outstanding debt to another Agent/Lessor. *If FALSE, please attach a separate page advising you are in debt to your past Agent/Lessor.* TRUE / FALSE

L. PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National 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 previous Lessors or letting Agents, your Employer and Referees. We will also check 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 third party operators including Tenancy Databases. Information already held on Tenancy databases 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 including Tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. 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 may not be considered by the owner/agency of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

DECLARATION

I hereby offer to rent the Property from the owner/agent under a lease to be prepared by the Agent. Should this Application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this Application is subject to the approval of the owner /Landlord/Managing Agent. I declare that all information contained in the Application is true and correct and given of my own free will. I declare that I have inspected the premises, I am not bankrupt and that the weekly rent is within my means.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants;
- Other sources supplied on the application

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

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations contact me
- Lodge/claim/transfer to/from a Bond authority
- Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with TICA (Tenancy Information Centre of Australia)

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

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Online Property Sales. I authorise Online Property Sales to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy databases to which Online Property Sales subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise Online Property Sales 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.

Signature

Name **Date**

SUPPORTING DOCUMENTS

1. IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application. Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points:

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full Birth Certificate | <input type="checkbox"/> Citizenship Certificate |
|-----------------------------------|---|--|

40 Points

- | | | |
|--|--|--|
| <input type="checkbox"/> Australian Driver's Licence | <input type="checkbox"/> Student Photo ID | <input type="checkbox"/> Department of Affairs Card |
| <input type="checkbox"/> Centrelink Card | <input type="checkbox"/> Proof of age card | <input type="checkbox"/> State/Federal Government Photo ID |

25 Points

- | | | |
|--|---|---|
| <input type="checkbox"/> Medicare card | <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Motor Vehicle Registration |
| <input type="checkbox"/> Telephone Bill | <input type="checkbox"/> Electricity Bill | <input type="checkbox"/> Gas Bill |
| <input type="checkbox"/> Tenancy History Ledger | <input type="checkbox"/> Bank Statement | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Rent Bond Receipt | <input type="checkbox"/> Previous tenancy agreement |

2. PROOF OF INCOME

You are required to supply the Agent/Lessor with proof of your income upon submission of your application.

- Employed:** Last TWO pay slips.
Self-employed: Bank statements, Group certificate, Tax Return or Accountant's letter.
Not employed: Centrelink statement.

ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO.

I, the Applicant:

1. Acknowledge that my personal contents insurance is not covered under any Lessor Insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Y / N
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness. Y / N
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. Y / N
 - 2.2 In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Y / N
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Y / N
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Y / N
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Y / N
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Y / N
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Y / N
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Y / N
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Y / N
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Y / N

Applicant Name

Signature

Date