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## RESIDENTIAL TENANCY APPLICATION

Address of Property: \_\_\_\_\_

Rent per week: \$\_\_\_\_\_ Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Term: 6 months / 12 months

Names of all adults to be on the Tenancy Agreement:

\_\_\_\_\_

Names (and ages) of all dependents to be residing in the property (not on Tenancy Agreement):

\_\_\_\_\_

Please list breeds of pets and indicate if inside/outside: \_\_\_\_\_

### Lodging your application

Photo Identification - When returning your application, you **MUST** submit a form of photo ID.

Required supporting documents - You will be required to submit supporting documents with your application. The following will be accepted:

- Drivers Licence / Passport / Birth Certificate
- Bank Statement
- Phone bill / Electricity bill
- Current motor vehicle rego certificate
- Proof of Income – Payslips
- Rental Ledger and / or Reference from previous Agent or Lessor

Photo ID, proof of residence and proof of income **MUST** be submitted along with any other identification you have.

### ACKNOWLEDGEMENTS BY APPLICANT/S

We the applicants declare that we are not bankrupt. We have never been evicted by any Landlord or Agent and are not in debt to any other Landlord or Agent.

I/We have inspected the abovementioned property and the rent to be paid is within our means and we agree to pay a bond equal to 4 weeks rent. Once the application has been approved we agree to pay a minimum of 1 weeks rent to secure the property.

### Signature of Applicants:

Applicant 1 - \_\_\_\_\_ Applicant 3 - \_\_\_\_\_

Applicant 2 - \_\_\_\_\_ Applicant 4 - \_\_\_\_\_



APPLICANT 1	APPLICANT 2
Title <i>(Mr/Mrs/Dr etc)</i>	Title <i>(Mr/Mrs/Dr etc)</i>
First Name	First Name
Middle Name	Middle Name
Surname	Surname
Current address	Current address
Current Phone number	Current Phone number
Email Address	Email Address
Current Landlord or Agent	Current Landlord or Agent
Landlord/Agents Phone no.	Landlord/Agents Phone no.
Current Rent P/Wk \$	Current Rent p/wk
Period of Occupancy	Period of Occupancy
Reason for Leaving	Reason for Leaving
Previous address	Previous address
Period of Occupancy	Period of Occupancy
Previous Landlord/Agent	Previous Landlord/Agent
Previous Landlord/Agent Phone no.	Previous Landlord/Agent Phone no.
Car Registration	Car Registration
Passport/ Licence No. (circle one)	Passport/ Licence No. (circle one)
Date of Birth	Date of Birth

Employment Status <i>(If receiving Centrelink, please provide latest statement)</i>	Employment Status <i>(If receiving Centrelink, please provide latest statement)</i>
<input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part Time <input type="checkbox"/> Employed Casual Basis <input type="checkbox"/> Not Employed <input type="checkbox"/> Student	<input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part Time <input type="checkbox"/> Employed Casual Basis <input type="checkbox"/> Not Employed <input type="checkbox"/> Student

Occupation (if student, advise study institute)	Occupation (if student, advise study institute)
Length of Employment / Study	Length of Employment / Study
Employer	Employer
Employer's Address	Employer's Address
Employer's Phone No.	Employer's Phone No.
Salary p/wk \$	Salary p/wk \$
If employed less than 12 months, previous employment Contact Details / Phone no. / position held etc	If employed less than 12 months, previous employment Contact Details / Phone no. / position held etc
Name of "In Case of Emergency" person	Name of "In Case of Emergency" person
Phone No.	Phone No.
Personal Reference 1	Personal Reference 1
Name: Phone No.	Name: Phone No.
Personal Reference 2	Personal Reference 2
Name: Phone No.	Name: Phone No.

**Declaration** - Please declare the following by circling True or False

I have never been evicted by an agent/lessor. True/False  
(If been evicted, please provide details: \_\_\_\_\_)

I have no known reasons that would affect my ability to pay rent. True/False

I was refunded the rental bond for my last address in full. True/False  
(If false, please advise what deductions were made and indicate agent/lessor details)  
\_\_\_\_\_

I have no outstanding debt to another agent/lessor True/False  
(If false, advise why you're in debt: \_\_\_\_\_)

**Acknowledgement** - Please acknowledge the following by circling either yes or no

I 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. Yes/No

I 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 credit worthiness. Yes/No

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 – TICA) as you consider reasonably necessary. Yes/No

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. Yes/No

I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. Yes/No

I 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. Yes/No

I acknowledge that I have the opportunity to view the General Tenancy Agreement, the Standard terms and any special conditions or By-Laws before completing this application Yes/No

I acknowledge that the agent/lessor and applicant (tenant), are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of this application. Yes/No

I consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Qld) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth). Yes/No

I declare that the above information is true and correct and that I have supplied it of my own free will Yes/No

**Name, Signature & Date of Applicant 1**

**Name, Signature & Date of Applicant 2**

\_\_\_\_\_

\_\_\_\_\_

# RENTAL REFERENCE & LEDGER REQUEST For Agent

Applicant: sign below (Please only complete this first section)

I/We, the Applicant/s, hereby authorize the letting agent to conduct any and all enquiries and or searches to verify the information contained in this application.

Tenant Name/s: \_\_\_\_\_

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

Signature of Applicant 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant 2: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Agent: Please return via email to [pm@kawanacoastrealty.com](mailto:pm@kawanacoastrealty.com) Date of Occupancy \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Could you please complete this request and email back to us with a copy of the tenant/s ledger at your earliest convenience.

EMAIL: [pm@kawanacoastrealty.com.au](mailto:pm@kawanacoastrealty.com.au) Attn: Property Manager

What is the weekly rent? \$\_\_\_\_\_per week

Has the above applicant/s given written notice to vacate the address? Yes No

Are the tenant/s breaking their lease? Yes No

Have the tenants been given a Notice to Leave by your office? Yes No

If yes, why? \_\_\_\_\_

Were maintenance issues reported in a timely manner? Yes No

Were there any arrears during the tenancy? Yes No

Did the tenant receive any breaches throughout their tenancy? Yes No

If so, why? \_\_\_\_\_

Was the property clean/tidy at all times? Yes No

Did the tenants keep pets on the premises? Yes No

If yes, were the pets approved? Yes No

Are there any other occupants living at the premises? Yes No

If yes, have these occupants been approved? Yes No

When do/did the tenants vacate & did they receive their full bond? Yes No

If not, why? \_\_\_\_\_

Finally, would you rent to the tenant/s again? Yes No

If not, why? \_\_\_\_\_

**Privacy Notice and Consent**

**Consent**

I, \_\_\_\_\_  
(Full name)

of \_\_\_\_\_ (Residential Address)

have read and understood the attached information. I authorise employees of **KAWANA COAST REALTY**, and independent contractors of **KAWANA COAST REALTY** including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with **KAWANA COAST REALTY**. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by **KAWANA COAST REALTY**, **KAWANA COAST REALTY** may be unable to provide the products or services I have requested.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature (if under 18 years of age) \_\_\_\_\_

**Privacy**

**KAWANA COAST REALTY PTY LTD (ACN 90 106 798 734)** trading as **KAWANA COAST REALTY** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out **KAWANA COAST REALTY**'s condensed Privacy Notice. **KAWANA COAST REALTY** also has a full Privacy Policy, which contains information about how you can complain about any breach by **KAWANA COAST REALTY** of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed **ON WEBSITE [www.kawanacoastrealty.com.au](http://www.kawanacoastrealty.com.au)**.

**Information Collection, Use and Disclosure**

During the course of your involvement with **KAWANA COAST REALTY**, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;
- **ONLY ANYTHING TO DO WITH REAL ESTATE (SELLING, BUYING, RENTING)**

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates; Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

**ANY OF THE ABOVE WILL ONLY BE USED AFTER WE HAVE VERBAL PERMISSION FROM YOU, EVEN THOUGH YOU HAVE SIGNED THIS DOCUMENT.**

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients if you know which countries information is likely to be sent to, insert the following words: "including but not limited to Country A, Country B, Country C". If you do not anticipate sending information overseas at this point, leave blank. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to **KAWANA COAST REALTY** collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

### **Access to, and correction of personal information**

You have the right to request access to your information and to request that **KAWANA COAST REALTY** update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

**Contacting Us** You may contact us by mail, email or telephone as follows:



**3/700 NICKLIN WAY CURRIMUNDI QLD 4551**



**07 54376444**



**[pm@kawanacoastrealty.com.au](mailto:pm@kawanacoastrealty.com.au)**