

 **Please note: All applicants over the age of 18 MUST complete their own individual application.**

 **For your application to be processed you MUST answer all questions and provide 100 points of ID**

J. OTHER INCOME DETAILS CONT'D

29. Are you receiving Child Support?

Yes No If no, please go to question 30.

Net income per week

\$

30. Do you have any other income source?

Yes No If no, please go to section K.

Name of other income source

Contact name

Contact number

Net income (Please provide evidence)

\$ Per week

K. REFERENCES

31. Please provide 2 **personal** references (no relatives)

Personal reference 1.

Given name

Surname

Contact number

Relationship to you

Personal reference 2.

Given name

Surname

Contact number

Relationship to you

32. Please provide 1 **professional** reference.

Given name

Surname

Contact number

Relationship to you

L. PLEASE PROVIDE EMERGENCY CONTACT









Given name

Surname

Contact number

Relationship to you

M. APPLICATION CHECKLIST

-  **Complete all sections on the application**
-  **Supply 100 points of ID** (please refer to Checklist below)
-  **Proof of income** (4x current payslips, Centrelink statement/Child Support statement or bank statements)
-  **If self-employed please make sure you have completed section I.**
-  **Declaration is read & signed** (please refer to section Q)
-  **Consent form is read & signed** (please refer to page 4)
-  **Tenant ledger** (if available)
-  **Notify your references**

N. 100 POINTS MINIMUM ID CHECKLIST

Drivers licence	40	Car registration	10	
Passport	40	Bank card	20	
Other photo ID	20	Bank statement	20	
Current payslips x4	30	Phone bill	10	
Previous 2 rent slips	20	Utility bill	10	
Tenant ledger	20	Medicare card	20	
Centrelink Statement	20	Concession card	20	
Total				

O. QUESTIONARE

33. How did you find out about this property?

Social media		Which site?	
Internet		Which site?	
Referral		By whom?	
Other		Please specify	
Sign board			
Tweed office			
Banora office			
Pottsville office			

P. OTHER OCCUPANTS APPLYING

3. **2WKHUDSSOLFQWLDQWVGHWDLQV**

2. Given name Surname

3. Given name Surname






4. Given name Surname

P. HOLDING DEPOSIT

Complete this section if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property once approved.

The Agent understands that:

-  A Holding Fee may only be requested following approval of the application by the landlord;
-  A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant,
-  Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
-  Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee.
-  A Holding Fee should be attributed to rent upon the tenancy commencing.

The Applicant agrees to pay a Holding Fee of (One week rent) \$_____. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

Q. DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ _____ Per week

Holding deposit 1 week rent	\$
Advance rent 1 week	\$
Rental bond (four weeks rent)	\$
Total (6 weeks rent)	\$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicants full name _____

Date _____

Applicants signature _____

R. PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful, we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

S. CONSENT FORM



I hereby offer to rent the property from the owner 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. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal Information from:

- a) The owner or the Agent of my current or previous residence;
- b) My personal referees and employer/s;
- c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting –

-  NTD: 1300 563 826
-  TICA: 1902 220 346
-  TRA: (02) 9363 9244

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:

- a) Communicate with the owner and select a tenant
- b) Prepare lease/tenancy documents
- c) Allow tradespeople or equivalent organisations to contact me
- d) Lodge/claim/transfer to/from a Bond Authority
- e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- f) Refer to collection agents/lawyers (where applicable)
- g) Complete a credit check with NTD (National Tenancies Database)

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 cannot provide me with the lease/tenancy of the premises.

Applicants full name _____

Applicants signature _____

Date _____

PLEASE REMOVE & KEEP THIS PAGE
FOR PIZZA DEAL INFORMATION



firstnational

R E A L E S T A T E

Tweed Coast



First National Tweed Coast

Bobbie Philip First National Tweed Coast



FirstNationalTweedCoast

CONNECTING WITH OUR AGENCY COMES WITH SOME BIG BENEFITS
**SIMPLY SIGN UP YOUR UTILITIES
WITH 'MOVE ME IN' AND GET**

2 Pizzas*
+ GARLIC BREAD & 1.25L DRINK

COURTESY OF YOUR
LOCAL DOMINO'S



**OUR UTILITY CONNECTION PARTNER
'MOVE ME IN' CAN HELP YOU SAVE
TIME AND MONEY!**

*2 FREE PIZZAS FROM THE TRADITIONAL MENU, GARLIC BREAD AND 1.25L DRINK ALL DELIVERED TO YOUR DOOR