



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



firstnational
REAL ESTATE

Tweed Coast

A. AGENCY DETAILS

FIRST NATIONAL TWEED COAST

Shop 107 Tweed City Shopping Centre

Tweed Heads South NSW 2486 **Phone:** (07) 5523 3900

Email: reception@fntweedcity.com.au

Web: www.firstnationaltweedcoast.com.au

B. PROPERTY APPLYING FOR DETAILS

1. What is the address of the property you are applying for?

2. Preferred move in date?

3. Lease term?

 Year/s Month's

4. Property rental amount per week?

\$ Per week

5. How many people will occupy this property?

Adults Children

6. Ages of all applicants under the age of 18 years?

C. APPLICANT PERSONAL DETAILS

7. Applicant details.

Title Smoker? Yes ☐ No ☐

Given name Surname

Date of birth Medicare number

Driver's license number Driver's State/Territory

8. Please provide your contact details.

Mobile Home (if applicable)

Email address

Current address

D. PET DETAILS

9. Do you have any pets?

Yes ☐ If yes, how many? No ☐

10. Type/breed of pet?

Type (e.g. dog) Breed (e.g. French Bulldog)

Type Breed



Please include a photo of your pet/s

E. APPLICANT CURRENT TENANCY DETAILS

11. Current address?

12. How long have you lived at this address?

Year/s Month's

13. Please tell us about your current property.

Renting ☐ Owner ☐ If owner, go to section F

Name of landlord/Agent

Landlord/Agent email address

Landlord/Agent phone number

Rent paid P/W

\$

14. Was your bond fully refunded?

Yes ☐ No ☐ Still living at the property ☐

If you answered no, why?

15. Reason for leaving this address.

F. APPLICANTS PREVIOUS RENTAL HISTORY

16. What was your previous residential address?

17. How long did you live at this address?

Year/s Month's

18. Were you renting or did you own this property?

Rent ☐ Owned ☐



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F. APPLICANTS PREVIOUS RENTAL HISTORY CONT'D

19. Please provide landlord or agent information.

Name of landlord or agent

Landlord/email address

Rent paid P/W

\$

20. Was your bond fully refunded?

Yes ☐ No ☐

If you answered no, why?

G. EMPLOYMENT DETAILS

21. Are you currently self-employed?

Yes ☐ If yes, please go to section H. No ☐

22. Are you currently employed?

Yes ☐ No ☐ If no, please go to section I.

23. Please provide your employment details.

Place of employment

What is the nature of your current employment?

Full time ☐ Part time ☐ Casual ☐

Occupation

Employment address

Contact name

Contact number

Contact email address

Length of employment

Year/s Month's

Net income (Please provide your last 4 payslips)

\$ Per week

24. Please provide your previous employment details.

(If current employment is less than 6 months)

Place of employment

Occupation

Length of employment

Year/s Month's

G. EMPLOYMENT DETAILS CONT'D

Contact name

Contact number

Net income

\$ Per week

H. SELF EMPLOYMENT DETAILS

25. Please provide details if you are self-employed?

Registered business name

Business address

A.B.N

Type of business

Length of self-employment

Year/s Month's

Accountant name

Contact number

Net income per week

\$

I. STUDENT DETAILS

26. Are you currently enrolled to study?

Yes ☐ No ☐ If no, please go to section J.

Place of study

Course name

Course length

Student ID

Campus contact person

Contact number

J. OTHER INCOME DETAILS

27. Are you currently receiving Centrelink payments?

Yes ☐ No ☐ If no, please go to section J.

28. Please provide Centrelink details.

Payment type/s (please list all payment types)

CRN:

Net income P/W

\$



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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

Email address

Personal reference 2.

Given name

Surname

Contact number

Relationship to you

Email address

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

Given name

Surname

Contact number

Relationship to you

Email address

L. PLEASE PROVIDE EMERGENCY CONTACT

Given name

Surname

Contact number

Relationship to you

Email address

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

34. Other applicants details.

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



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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