

Sunshine Coast property rentals

specialist property managers

TENANCY APPLICATION FORM

One Application is required to be completed for each person over 18 years of age and older

email all completed applications to:

reception@sunshinecoastpropertyrentals.com

Full Name: _____

Property Address: _____

Please ensure that each page of the application is completed and all required documentation is attached to ensure we are able to process your application without delay. Failure to fill every page correctly may result in you missing out on the rental property.

Sunshine Coast Property Rentals Group

9 / 56 Moondara Drive (Cnr Nicklin Way) Wurtulla Qld 4575

PO BOX 1547 Buddina Qld 4575

www.sunshinecoastpropertyrentals.com

Phone: 07 5493 7069

***Please scan and email all signed documents with ID to our office, otherwise you can hand deliver them.
If our office is unattended, please slide all documents under our door - Thank you!***

Thank you for choosing to rent through our office!

Tenancy Application Form

Thank you for choosing to rent with Sunshine Coast Property Rentals. Please complete this application in detail. Any questions left unanswered may result in your application not being processed.

1. One application must be filled in for each person over the age of 18 years old.
2. Applications that are not 100% complete unfortunately will not be processed.
3. Once approved you will be required to immediately pay bond of 4 weeks rent to secure the property the property. The balance of 2 weeks rent is then required to be paid 3 business days prior to the lease commencement date.

NOTE: Our rent and bond payment methods are: EFT (Electronic Funds Transfer) or In branch bank deposit

All unsuccessful applications are kept on file for 48 hours then placed into our secure office document destruction bin.

Rental property address:

Applicant's details:

Full name _____

Current Full Address _____ Suburb: _____

Are you renting Yes / No If yes, how much rent are you paying \$ _____ per week

Home phone _____ work _____ mobile _____

Email address _____ Do you smoke YES / NO

Is someone else applying with you to rent this property: Yes / No

Personal details:

Date of birth _____ Drivers license number _____ State of issue _____

Number of vehicles _____ Car registration number _____

Do you have any (circle if yes) trailer / caravan / boat / motor home

Passport number _____ Country of issue _____

Occupancy details:

Number of occupants who will live in this property _____ Number, name and ages of children (if any) _____

Will you have pets at the property? YES / NO If Yes, How Many: _____ Type: _____

Please complete the attached Pet Application

Your application must contain copies of proof of identification and proof of income. Please find below examples of suitable proof. If these are not present your application will not be processed.

1. Identification We require 100 points of identification as per the options list below

- | | |
|---|---------------------------|
| • Drivers License required, Passport, 18+ Card, Birth Certificate | 50 points per item |
| • Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account | 25 points per item |

2. Proof of Income

We require a copy of two of the following (eg. 2 pay slips and bank statement):

- Your last 2 pay slips
- Employment Contract
- Bank statements showing regular lump sum deposits
- Letter of Parental Support (if insufficient independent income)

Current employment:

Name of employer (company) _____ Position _____

Contact person (manager) _____ Email Address: _____

Length of Time Employed _____ Full Time/Part Time (Hours) _____ p/w Net Income (after Tax) \$ _____ weekly

IF SELF EMPLOYED

Name of Business _____ Industry _____ Phone _____

Business Address _____ Net Income (after Tax) \$ _____ weekly

Accountants Name: _____ Accountants Phone Number: _____

Previous employment:

Name of employer (company) _____ Position _____

Contact person (manager) _____ Email Address _____

Length of Time Employed _____ Full Time/Part Time (Hours) _____ p/w Net Income (after Tax) \$ _____ weekly

Next of Kin (Not Living with You):

Name _____ Phone _____ Relationship to you _____

Mailing Address _____

How did you find this property? (please circle):

Facebook / realestate.com.au / sunshinecoastpropertyrentals.com / signboard / other _____

Current rental details:

Current rent \$ _____ per week How long have you lived here? _____

Which agency are you renting through? _____ Email _____

Previous rental details:

Property address _____ Suburb: _____

Which agency were you renting through? _____ Email _____

Rent: \$ _____ How Long did you live here for? _____

Personal Reference:

Name _____ Phone _____ Relationship to you _____

Utility Connection **connectnow.**

Would you like **free** assistance with the connection and disconnection of the services at the property **YES / NO**

*Electricity *Bottle Gas *Telephone *Internet *Pay TV *Removalist *Insurance *Cleaning services

Application:

I apply for approval to rent the property referred to in this application. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement will be prepared for me to sign. I declare that I am not a bankrupt, that I can physically afford to pay the rental amount and that the information provided by me is true and correct. I have inspected the property and wish to apply for tenancy of the premises for a period of:

6 / 8 / 10 / 12 months	paying	\$ _____	per week	commencing	_____ / _____ / 20
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NOTE: Move in days and key collection are Monday to Friday between 9.30am and 4:00pm

If successful I confirm to pay the monies detailed below prior to the lease commencing and that the Rental Bond of 4 weeks rent will be paid within 24 hours of approval.

Statement of costs:

Rental bond (four weeks) \$ _____

Rent paid (two weeks) \$ _____

TOTAL \$ _____

Confirmation

I confirm that:

1. During my inspection of this property I found it to be in a reasonably clean condition. yes no
2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I also acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.

4. I acknowledge that if I apply for this property without viewing inside, that I am willing to rent the property in its "as is condition"

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with privacy principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database or third party for the assessment of my tenancy application. I further give consent to the Agency to contact any of my references provided by me in my tenancy application. I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my information may be recorded as making an inquiry. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements. I agree and understand that should I fail to provide the database member with the information and acknowledgement s required the Agency may elect not to proceed with my tenancy application. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

name:	signature:	date:
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Pet Application Form

This form is to be completed where the lessor of the property has indicated that pets may be approved to reside at the Property. If more than one pet, a separate application form must be used.



PROPERTY ADDRESS:

Type of Pet (Example, Dog, Cat, Bird):	
Breed of Pet:	
Name of Pet:	
Age of Pet:	MALE/FEMALE
Is the pet de sexed?:	Yes / No
Council registration number of Pet:	
Name of Council where registered:	
Description of Pet:	
Photo provide with application?:	Yes / No
Emergency Pet Carer (In case of emergency):	
Name:	
Address:	
Phone number :	Mobile Number:
Pet Referee (Person who can provide a reference regarding the Pet):	
Name:	
Phone Number:	Mobile Number:

Pet Acknowledgement

The pet/s if approved are to be outside at all times. The tenant/s shall be liable for any damage caused by the pet/s whilst residing in the property. If damage occurs during the tenancy, our agency is to be advised as per the terms of the tenancy agreement and the damage rectified within a reasonable time frame. The tenant/s understand and agree that full FLEA fumigation must take place at the end of tenancy (and during the tenancy if necessary); and upon vacation of the property a receipt must be provided from a reputable pest control company.

Tenant Name	Tenant Signature	Date
1		
2		
3		

Agency use

Is a Photo of Pet attached?: Yes / No

Are all required areas completed by applicant and form signed?: Yes / No

Acceptance of Property – Property not viewed

The tenant/s acknowledges that they have applied for the property below and agree that if approved for the property, the property has not been viewed. Viewing of the property is highly recommended by our agency prior to applying.

Property Address:

The tenant/s understands that the property meets all obligatory legislative requirements as required by the lessor. The tenant/s accept the property in the condition presented with the knowledge that the property has not been viewed prior to application and acceptance.

Tenant Name	Signature	Date

Property Manager on behalf of the lessor/s	Signature	Date