

Coldwell Banker Property Direct Property Management Tenancy Application Form Guide

Each person applying for the property must complete his/her own application form. Please complete the form with clear legible handwriting. If faxing through your application, send through the application and attachments only.

THE APPLICATION FORM IS THREE PAGES.

First page is information about you, your employment, current and previous rental references, etc. Ensure that all sections are completed.

Second page is for acknowledgement and signing the application in the relation to the tenancy. Section (j) will state the length of lease and rental amount for the tenancy. You are also to provide a clear enlarged photocopy of your driver's license / or passport and two other forms of identification/tenants ledger (rental payments).

Third Page is inline with the Privacy Act Amendments 2000. This advises you that our office complies with the National Privacy Principles for collection personal information and what our office does with this information. We are also members of TICA should you default on your tenancy agreement. Please sign the form and return with your application.

WHAT TO ATTACH TO YOUR APPLICATION – 100 points Identification/Reference:

ALL APPLICATIONS MUST BE ACCOMPANIED BY MINIMUM OF ONE PHOTOGRAPHIC IDENTIFICATION. E.g. Driver's License; Passport; 18+ card. (40 points) (Copy to be clear and enlarged).

PLEASE NOTE YOUR JOINT WEEKLY EARNINGS MUST BE ATLEAST THREE TIMES THE WEEKLY RENT

- | | |
|--|--|
| <input type="checkbox"/> Current/ or Past Tenant Ledger (30 points) | <input type="checkbox"/> Current Telephone/Electricity/Gas Account (20 points) |
| <input type="checkbox"/> Current Vehicle Registration Papers (10 points) | <input type="checkbox"/> Current/Past Rental Written |
| <input type="checkbox"/> Medicare Card (10 points) <input type="checkbox"/> Student I.D. (10 points) | - Rental Reference (20 points) |
| <input type="checkbox"/> Four consecutive Rental Receipts (10 points) | |

WHAT HAPPENS NEXT?

Once you have completed the application form and have ALL the appropriate attachments, **FAX our Office on 3360 7233 or during office hours Monday to Friday deliver to 236 MONTAGUE RD, WEST END, Brisbane.** If you are unable to get to a fax, please phone the agent and organise alternative arrangements. To avoid delays with your application, please ensure that all sections have been completed. If an area is not applicable to you on the form please write N/A in that section.

When the agent has received the application (completed in full and all attachments), the agent will proceed with carrying out reference checking and assess the application. **Most** applications will processed within 24-48 hours.

APPLICATION- SUCCESSFUL OR NOT?

The agent will then contact you and advise you on whether you application has been successful or not.

If your application has been successful, the agent will then inform you of the next step and what costs are involved with the property i.e. rent, bond and you will need to organise the telephone/ gas / electricity connected. You will be asked to pay either:

A) a holding deposit to secure the property for you and make an appointment time to pay balance of monies and sign tenancy agreement. Please note: Holding Deposit monies (equiv to one week's rent) – will be forfeited if you change your mind after 24 hrs of being approved and monies received. OR

B) Pay all monies associated with leasing the property (rent and bond) and sign the lease. This will need to be paid within 24 hours of notification of acceptance of application. The agent will discuss this with you. (Please note that our office does not accept bond transfers). The property will not be held for you until either of the above payment is made.

If your application is unsuccessful for the property, the agent will inform you if you failed to meet the selection criteria as set by the landlord/agent.

If you have any questions whatsoever in completing the form or are experiencing delays with your application, please ring our office on (07) 3360 7222 or the property manager on their mobile number.

COLDWELL BANKER PROPERTY DIRECT PROPERTY MANAGEMENT
236 MONTAGUE RD, WEST END, QLD 4101
PH. (07) 3360 7222 - FAX. (07) 3360 7233
OR EMAIL – PROPERTYMANAGEMENT@CBPD.COM.AU



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How did you find out about the property? Newspaper Ad For Rent" sign Internet
Referral Office Other

RENTAL PROPERTY ADDRESS _____

APPLICANT'S FULL NAME _____
CURRENT ADDRESS _____
PHONE DETAILS: Home _____ Work _____ Mobile _____
E-MAIL ADDRESS _____ PREFERRED CONTACT NO _____

APPLICANT'S DRIVERS LICENSE No _____ DATE OF BIRTH ____/____/____
PASSPORT No. _____ (VISA EXPIRY - (IF APPLICABLE) _____

CURRENT RENTAL DETAILS- LANDLORD/ AGENT _____
LANDLORD/ AGENTS PHONE No. _____ FAX No _____ RENT PAID \$ _____ PW
HOW LONG HAVE YOU LIVED THERE? _____ WHY ARE YOU LEAVING _____
IF OWNER OCCUPIER- PLEASE PROVIDE A COPY OF THE RATES NOTICE WITH THIS APPLICATION **

PREVIOUS ADDRESS _____ SUBURB _____
RENTED/ OWNER OCCUPIER (CIRCLE ONE) HOW LONG DID YOU LIVE THERE? _____
LANDLORD /AGENT _____ PHONE _____ FAX _____
RENT PAID \$ _____ PW WHY DID YOU
LEAVE? _____

EMPLOYMENT- CURRENT EMPLOYER _____
PERIOD OF EMPLOYMENT _____ YOUR POSTION/ OCCUPATION _____
EMPLOYER PHONE NO _____ MANAGER/H.R./ SUPERVISOR _____
NETT SALARY/ WAGES \$ _____ PW SALARY/ WAGES ARE PAID EACH WEEK/FORTNIGHT/MTH
PLEASE PROVIDE A COPY OF YOUR SALARY/ WAGE SLIP WITH THE APPLICATION/ OR PROOF OF INCOME.

EMERGENCY CONTACT DETAILS (NEXT OF KIN NOT LIVING WITH YOU)
NAME _____ RELATIONSHIP _____
ADDRESS _____ PHONE NO. _____

PERSONAL / BUSINESS REFERENCES (NOT RELATIVES)
NAME _____ OCCUPATION _____ PH _____ WK NO _____
NAME _____ OCCUPATION _____ PH _____ WK NO _____

IF APPLICANT IS A STUDENT- (COMPLETE ONLY IF APPLICABLE)
NAME OF COLLEGE/ UNIVERSITY _____ STUDENT ID _____
COURSE STUDIED _____ INCOME \$ PW _____
SOURCE OF INCOME _____ PARENT/GUARDIAN _____
ADDRESS _____ PHONE _____

NUMBER OF PERSONS TO OCCUPY PREMISES- _____ ADULTS _____ CHILDREN _____ AGES _____
OTHER PEOPLE MOVING IN - NAME/S _____
PETS TO OCCUPY THE PREMISES - YES/ NO _____ TYPE _____ REGISTERED YES/ NO _____

TOTAL OF VEHICLES TO BE KEPT AT THE PREMISES _____
CAR REGO _____ CAR MAKE/ MODEL _____ OWNED/FINANCED _____
CAR REGO _____ CAR MAKE/ MODEL _____ OWNED/FINANCED _____

Please continue onto page 2

APPLICANT'S NAME _____
PROPERTY ADDRESS APPLIED FOR _____

I, the applicant confirm the following:-

- A) I have inspected the premises as stated above and found the premises to be suited and affordable within my means.
- B) I do solemnly and sincerely declare that I am over the age of 18 years and I am not Bankrupt or an undischarged Bankrupt and that the information provided by me is true and correct.
- C) I have supplied the information of my own free will.
- D) I hereby authorise you to conduct any further enquiries, and/ or searches, to verify this information and also including
- E) any tenancy information database searches.
- F) I understand that this application is subject to a satisfactory report to be compiled by the agent for approval by the landlord / agent to meet their selection criteria requirements.
- G) I acknowledge that Coldwell Banker Property Direct Property Management is a member of TICA and that should approval be granted for tenancy , and a default happens throughout my tenancy, I am aware and give authority that my information may be recorded on a tenant default database
- H) I understand that my personal information is collected and recorded for the purposes of renting a property and may be used in accordance with the agency's privacy policy statement.
- I) It is agreed that immediately upon communication of acceptance of this application by the agent/ landlord that this tenancy shall be binding and that I agree to pay monies as advised by agent to hold the property within 24 hours of such notice of acceptance OR pay all rent/bond monies & sign lease. Upon proceeding with this tenancy this deposit will be put towards my rent. It is acknowledged that this deposit shall be fortified should I not proceed.
- J) **I wish to take a tenant of the above premises for a period of _____ (Months) starting from ____/____/____ at a rental of \$.....per week. I also undertake to pay a rental bond of \$_____ (Equivalent to 4 weeks rental amount if rent is under \$300 per week) in cash or bank cheque, money order, direct bank deposit prior to signing of the tenancy agreement by me.**
- K) ** I herewith attach a copy of my salary/wage pay advice as proof of my ability to meet the rental payments.
- L) *** *If applicable*- If owner occupier, I herewith attach a copy of current rates notice for verification.
- M) **** I agree to sign the attached Privacy Act Acknowledgement.

Applicants signature _____ **Dated** _____ / _____ / _____

Should more than one applicant be requiring and signing their name on the tenancy agreement, each application will have to complete an application form. Please photo-copy this application prior to completing or request application for the agent.

WILL ANOTHER APPLICATION WILL BE ACCOMPANING THIS APPLICATION? YES / NO

If you wish to submit further information in assisting your application, please do so, on a separate sheet or paper attached to this application form. Ensure all sections of this application form are addressed as not to delay the processing of your application. If you re unsure of any section of this application, please contact our office.

PLEASE COMPLETE THE FORM CLEARLY AND ACCURATELY AND ATTACH ALL DOCUMENTATION

**FAX TO: (07) 3360 7233
OR DELIVER TO: 236 MONTAGUE RD
WEST END, BRISBANE QLD 4101
DURING OFFICE HOURS – Monday to Friday. 8.30am to 5pm**



PRIVACY AMENDMENT (Private sector) Act 2000

Collection Notice



Coldwell Banker Property Direct Property Management (agent) will only use and disclose personal information by the applicant as part of the tenancy application (whether verbal or written) to verify the applicant's identity, and to process and evaluate the application, as part of the verification process, the agent, without limitation may:

- a) Disclose to, and obtain from, those people named in the application information about the applicant in order to check the accuracy of the information provided in the tenancy application and in order to determine whether the applicant is an appropriate tenant for the property; and
- b) Disclose to, and obtain, third party operators of tenancy reference database, information about the applicant for the purpose of searching those database for details about the applicant

If the application is successful, personal information collected about the applicant in the tenancy application, in the tenancy agreement, during the course of the tenancy, may be used by the agent and disclosed to the third parties (including the Landlords; Other Agents; Trades people maintaining and repairing the property; Body Corporate; Valuers; Insurance companies, etc) as necessary to manage the tenancy relationship and tenanted property.

If the applicant enters into the tenancy agreement, but fails to comply with its obligation under that agreement, that fact and other relevant personal information collected about the applicant may be disclosed to the Landlord, Third Party Operators of tenancy reference database and/or other agents.

If the applicant would like to access any personal information which the agent holds about the applicant it can do so by contacting the agent. The agent may refuse to access such information in the limited circumstances provided for in the Privacy Act. The agent may charge the applicant a reasonable fee to provide the request access.

The agent will take all reasonable steps to correct any personal information held by the agent about the applicant which the applicant shows to be inaccurate, incomplete or out of date. If the information described in the tenancy application is not provided, the Agent may refuse to accept and process the application.

I..... The prospective applicant, hereby advise that I have read the above and agree to such. I have completed the application form for the purpose for being approved for renting a residential property.

I hereby give authority to the agent to collect, receive & hold information about current & past tenancy history; reference checking & searched as required by the agents for approval of this application. I acknowledge Coldwell Banker Property Direct Property Management is an active member of TICA tenancy database and acknowledge that my personal information may be forwarded to the other parties in accordance with the above.

Sign..... Full Name.....

Dated..../...../.....

Please sign and return this page with your tenancy application.

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Please continue onto page 3