

APPLICATION REQUIREMENTS FOR RESIDENTIAL TENANCY

IMPORTANT! Please read before completing the application for Residential Tenancy

YOUR APPLICATION WILL NOT BE PROCESSED IF ANY DETAILS ARE INCOMPLETE therefore please ensure that all details are fully completed and **signed**, including phone numbers, before returning the form for processing.

Terms and Conditions

1. I agree to provide 5 forms of identification – requirements are as follows (and VISA or current Residency status in Australia);

| | | | |
|--|--|---|--|
| Driver licence showing current address | | Passport | |
| Recent utilities account showing current address | | Last 4 rent receipts or mortgage payments | |
| Birth Certificate | | Medicare Card | |
| Student Identification | | Student Visa | |
| Credit card with signature | | Bank cards with signature | |

If you are unable to meet the identification criterion listed above, please speak with the Property Manager.

2. All applicants (excluding dependent children) are to complete a form.
3. All details of previous rental history must be disclosed (minimum of two). If no previous rental history then at least 2 WRITTEN character references on letterhead by reputable people in the community (ie Doctor, JP, or Manager – NOT FRIENDS). If only one rental history, one written character reference.
4. FIVE (5) forms of identification per person are required. These are to consist of at least :
Photo ID (e.g. driver's license, 18+ card, passport)
Cards (e.g. Medicare, keycard, credit card)
Accounts/Statements (e.g. electricity bill, phone bill, credit card)
5. Your last rent receipt or rent ledger must be provided, if you are renting privately, otherwise you Real Estate Agent will provide to us with their reference.
6. Proof of income must be provided ie Pay Slip/s or Centrelink Income Statement.

PROCESSING YOUR APPLICATION

We endeavour to have an answer for you, between 24 to 48 hours (working days) from you lodging your application.

We thank you for choosing to rent a property with our office and endeavour to provide a service that is mutually rewarding to all parties.

Coulson Real Estate

Information about your application and tenancy databases

What this means for you

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

At COULSON REAL ESTATE we use the following tenancy databases:

- TICA
- BARCLAYS MIS

What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

The details for TICA are:-

Tenant Enquiries

190 222 0346 (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

P O Box 120 Concord NSW 2137

The details for BARCLAYS MIS are:-

1300 883 916 Local call charges, (could be higher from mobile and pay phones)

P O Box 553 Wynnum QLD 4178

Where can I get further information?

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

Coulson Real Estate

" YOUR REAL ESTATE SPECIALIST "

Telephone: (07) 3372 9666

Facsimile: (07) 3372 5671

Shop 39 Inala Plaza
Cnr Inala & Kittyhawk Ave, INALA, Q 4077

Email: info@coulsonrealestate.com.au
www.coulsonrealestate.com.au

APPLICATION FORM

APPLICATION FOR RESIDENTIAL TENANCY FOR THE RENTAL PROPERTY SITUATED AT: (complete the address of the property you are applying for)

NO: _____ STREET: _____ SUBURB: _____

1. APPLICANTS FULL NAME: _____

2. APPLICANTS DATE OF BIRTH: ____/____/____ DRIVERS LICENCE NO: _____

3. PH: (Home) _____ Work Ph No: _____

Mob _____ Email: _____

4. CAR REGISTRATION NO: _____ STATE: _____ PASSPORT NO: _____

5. NO. OF CHILDREN TO BE RESIDING AT PREMISES: _____

6. NAMES & AGES OF CHILDREN: _____

7. NAME OF RELATIVE (not living with you) TO CONTACT IN CASE OF EMERGENCY:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ PHONE NO: _____

8. PETS: YES/NO (please circle) TYPE: _____ HOW MANY: _____

RENTAL HISTORY/ REFERENCES

PRESENT ADDRESS: _____

NAME OF AGENT/OWNER: _____ PH NO: _____

PERIOD OF OCCUPANCY: _____ RENT PAID: \$ _____

REASON FOR LEAVING: _____

PREVIOUS ADDRESS: _____

NAME OF AGENT/OWNER: _____ PH NO: _____

PERIOD OF OCCUPANCY: _____ RENT PAID: \$ _____

REASON FOR LEAVING: _____

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EMPLOYMENT

EMPLOYER: _____ PHONE NO: _____

OCCUPATION: _____ FULL / PART TIME (please circle)

Hours per week: _____ PERIOD OF EMPLOYMENT: _____ NETT WEEKLY INCOME: \$ _____

PREVIOUS EMPLOYMENT (if less than 5 years)

EMPLOYER: _____ PHONE NO: _____

OCCUPATION: _____ FULL / PART TIME (please circle)

Hours per week: _____ PERIOD OF EMPLOYMENT: _____ NETT WEEKLY INCOME: \$ _____

IF SELF EMPLOYED:

NAME OF BUSINESS: _____ PHONE NO: _____

ACCOUNTANT NAME: _____ PHONE NO: _____

NETT WEEKLY INCOME: \$ _____ PERIOD OF SELF EMPLOYMENT: _____

IF UNEMPLOYED:

NAME OF CENTRELINK BENEFIT: _____ PENSION NO: _____

PERIOD OF UNEMPLOYMENT: _____ NETT WEEKLY INCOME: \$ _____

PERSONAL REFERENCES:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

PHONE NO: _____

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

PHONE NO: _____

DETAILS OF ANY LOANS ETC:

Company: _____ Weekly Payment: \$ _____

Company: _____ Weekly Payment: \$ _____

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TERMS & CONDITIONS:

I agree to provide proof of income as part of this Application such as recent income I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy.

PLEASE READ THE FOLLOWING AND SIGN YOUR ACKNOWLEDGEMENT:

1. I, the applicant declare that the above information is true and correct and that I have supplied it of my own free will.
2. I acknowledge that any false information I provide in this application will jeopardise this application.
3. I, the applicant declare that I am not bankrupt and that the rental is within my means.
4. I have inspected the premises and wish to take up tenancy for a period of _____ months commencing on ____/____/____ at a weekly rent of \$_____ per week. I undertake to pay a rental bond of \$_____ (4 x weekly rent), when I sign the Tenancy Agreement.

By signing this form, I have read and understood clearly all of the information outlined above.

Name of Applicant

Signature

Date: / /

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will, of course, depend on your named referee's availability and lessor's response. We shall be in contact as soon as we can to advise you of the application outcome.

Please ensure your best contact details are noted on Page 2 of this Application;

UTILITY APPLICATION FORM

Coulson Real Estate
"YOUR REAL ESTATE SPECIALIST"

**DIRECT
CONNECT**

MAKES MOVING EASY

DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.

Simply complete the form below, select the services you would like organised and return this form to your Agent. Direct Connect will then contact you to confirm your details and service request.

SERVICES WE *connect*



ELECTRICITY



GAS



INSURANCE



INTERNET



PHONE



PAY TV



REMOVALISTS



CLEANING



TRUCK HIRE

☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

PERSONAL DETAILS

| | | | |
|--------------|------------|---------------|------------|
| Title | | Given Name | |
| Surname | | Date of Birth | |
| Mobile phone | Home phone | | Work phone |

ADDRESS DETAILS

| | |
|--|----------------------------|
| New address connection details - Address you are moving to | Connection date (if known) |
|--|----------------------------|



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

Coulson Real Estate

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**DIRECT
CONNECT**

MAKES MOVING EASY

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