



APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY ADDRESS: _____ WEEKLY RENT \$ _____

APPLICANTS FULL NAME: _____

PLEASE ENSURE YOU READ THIS APPLICATION FORM AND AGREE TO THE CONDITIONS BEFORE APPLYING FOR THE PROPERTY. ALL PHOTOCOPIES OF ID AND ADDITIONAL INFORMATION ARE TO ACCOMPANY THIS APPLICATION AS WELL AS ALL PHONE NUMBERS AND EMAIL ADDRESSES WHERE REQUIRED.

ONLY SUCCESSFUL APPLICANTS WILL BE NOTIFIED. ALL DOCUMENTATION OF UNSUCCESSFUL APPLICANTS WILL BE DESTROYED

I AGREE TO SUPPLY AS MANY OF THE FOLLOWING TO ASSIST IN THE PROCESSING OF MY APPLICATION

PHOTO IDENTIFICATION MUST BE SUPPLIED, OR YOUR APPLICATION CANNOT BE PROCESSED

- Photo Identification (passport, driver's licence or 18+ card)
- Copy of Birth Certificate or Extract
- Bank Statement
- Medicare Card / Bank Card / Concession Card
- Last 4 Pay slips / Centrelink Income Statement
- Copy of Utility Bills (phone, electricity, gas)

PLEASE READ CAREFULLY AND COMPLETE WHERE NECESSARY

I, the applicant understands that on approval I must pay a deposit of **TWO WEEKS RENT** immediately via bank transfer or deposit into the trust account. I must then provide a receipt to the office via Email or SMS as confirmation of payment. This will secure the property and it will not be open to any further applicants. After **24 HOURS** of paying my deposit, it becomes **NON-REFUNDABLE**. If I change my mind and do not enter into a Tenancy Agreement, I understand that I will then **FORFEIT** my deposit paid and deposit will be paid to the owner as compensation.

I, the applicant understands that prior to signing the General Tenancy Agreement, I **MUST** pay the amount of **FOUR WEEKS RENT** being the full bond amount. This will be lodged with the Residential Tenancy Authority (RTA) and remain there for the duration of my tenancy. At the end of the tenancy bond money will be disbursed accordingly by the RTA.

- I wish to apply for tenancy for a period of _____ months
- Date I would like the tenancy to commence from ____/____/____
- At a weekly rental amount of \$_____ per week.
- I also agree to pay a rental bond being 4 WEEKS RENT of \$_____

APPLICANTS SIGNATURE: _____ DATE: _____

APPLICANTS PERSONAL DETAILS

(Mr / Mrs / Miss / Ms) First Name: _____ Middle: _____ Last: _____
DOB: ____/____/____ Age: _____ Ph: _____ Mob: _____
Driver's Licence/18+ Card #: _____ Expiry: ____/____/____ State Issued: _____
Email: _____

RENTAL HISTORY

***PLEASE PROVIDE A MINIMUM OF THE LAST 3 YEARS OF YOUR RENTAL HISTORY**

Your Present Address: _____ Own / Renting / Boarding
Name of Agent / Owner: _____ Ph: _____ Weekly Rent: \$ _____
Reason Leaving: _____ Time There: _____ Lease End: ____/____/____

Your Previous Address: _____ Own / Renting / Boarding
Name of Agent / Owner: _____ Ph: _____ Weekly Rent: \$ _____
Reason Leaving: _____ Time There: _____ Lease End: ____/____/____

EMPLOYMENT DETAILS

Occupation: _____ Net weekly income: \$ _____
Name of employer: _____ Contact: _____ Ph: _____
Employer address: _____
Period with current employer: _____ Circle: Full Time / Part Time / Self Employed

IF SELF EMPLOYED Accountants Name: _____ Phone: _____

CENTRELINK PAYMENTS

***YOU MUST PROVIDE A COPY OF YOUR CENTRELINK INCOME STATEMENT**

Payment type: _____ Weekly payment amount: \$ _____
Customer reference number: _____

IF CENTRELINK IS YOUR ONLY SOURCE OF INCOME YOUR RENT MUST BE DEDUCTED VIA CENTREPAY

APPLICANTS SIGNATURE: _____ **DATE:** _____

APPLICANTS PERSONAL DETAILS CONTINUED

PERSONAL REFEREES (NOT RELATIVES)

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

NAME OF RELATIVE OR PERSON TO CONTACT IN CASE OF EMERGENCY – CANNOT BE LIVING WITH YOU

Name: _____ Phone: _____

Address: _____ Relationship: _____

PLEASE COMPLETE THE FOLLOWING

Have you ever been evicted by any lessor or agent? Yes / No

Have you ever been refused another property by any lessor or agent? Yes / No

Are you in debt to another lessor or agent? Yes / No

Is there any reason known to you that would affect your rental payments? Yes / No

Was your rental bond at your last address refunded in full? Yes / No

If NO - what deductions were made from your rental bond:

- Rent: _____
- Repairs: _____
- Cleaning: _____
- Other: _____

VEHICLES/TRAILERS/BOATS

Type: Car / Boat / Trailer Model: _____ Registration Number: _____

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APPLICANTS SIGNATURE: _____ **DATE:** _____

APPLICANTS PERSONAL DETAILS CONTINUED

APPROVED OCCUPANTS TO RESIDE AT THE PROPERTY

Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____

Are any of the occupant's smokers (circle) Yes No

Do any of the occupants have fire arms (circle) Yes No

PETS TO RESIDE AT THE PROPERTY

***PLEASE PROVIDE COLOUR PHOTOS OF YOUR PETS**

Type: _____ Aggressive: Yes / No How many: _____ Sex: M / F
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Are the pets registered with the Moreton Bay Regional Council? Yes / No

PLEASE READ THE FOLLOWING CAREFULLY

1. Rent payments can be made through bank transfer, Centrepay, direct deposit & internet banking.
2. Due to Australia Post changes to their postage pricing and delivery regime. This agency has been forced to conduct business by email, SMS & MMS. Please provide email contact details in your application.
3. Our office conducts quarterly inspections of the property. As per the Residential Tenancies and Rooming Accommodation Act 2008 Section 192 (a), you will be given seven (7) days' notice of this entry. You are welcome to attend this inspection but if you are not available our staff will use the management keys. No inspections are conducted outside office hours. No inspections will be rescheduled unless extreme circumstances can be proven.
4. If you have a dog approved at the property it will have to be kept outside always and tied up or removed on inspection day. This is to protect our staff as they will need access to the whole of the property including garages and yards.
5. If you wish to have a pet during the term of your tenancy, please apply now by stating the breed, sex, age, colour photo and Council registration notice. Approval for a change in the tenancy agreement later may be refused.
6. Approved applicants will sign the tenancy that any tenant/occupant/visitor of the premises will smoke outside. Smoking inside of the dwelling including the garage may result in you painting the inside of the house and dry cleaning the curtains and washing the blinds.

APPLICANTS SIGNATURE: _____ DATE: _____

TENANCY PRIVACY STATEMENT

I, the applicant, declare that the information provided is true and correct and that I have supplied it of my own free will. I understand that the information has been collected by you as the letting agent, for determining whether I am an appropriate tenant for the property.

I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreements I enter on approval by the lessor or agent.

I acknowledge and accept that if this application is not accepted or approved, the agent is not legally obliged to provide reasons for an unsuccessful application.

I, the applicant, declare that I am not bankrupt and that the rental is within my means.

All property managers and real estate salespersons must ensure that you fully understand the National Privacy Principles and the way we must use your private information to carry out the role as professional property managers and salespersons. Please take the time to read this Privacy Statement carefully and once completed, return it to the office with your tenancy application.

As professional property managers and real estate agents, Caboolture Property Management and Sales collects personal information about you. You can ask for access to the personal information we have about you by contacting us via:

Phone: 07 5499 0199 OR **Fax:** 07 5499 2055 OR **Email:** rentals@cpmsteam.com.au

PRIMARY PURPOSE:

As professional property managers and real estate salespersons, we collect your personal information to assess the risk in providing you with the tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the tenancy of the premises.

To carry out this role and during the term of the tenancy, we disclose your personal information to:

- The landlord
- The landlord's lawyers
- The landlord's mortgagee/insurers
- Employments confirmation and details
- Referees you have nominated
- Tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Tribunal/Courts
- Mercantile agents
- Tenancy databases
- Other real estate agents and landlords

SECONDARY PURPOSE:

We also collect your personal information to:

- Enable us, or the landlord's lawyers, to prepare the Tenancy documents for the premises
- Allow organisations/tradespeople to contact you in relation to maintenance matters at the premises
- Refer to real estate sales personnel (where applicable)
- Refer to tribunals, courts and statutory authorities (where necessary)
- Refer to mercantile agents/lawyers (where default/enforcement action is required) Refer to landlord's insurers
- Report your conduct as a tenant to a national tenancy database

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk of our client, or carry out our duties as professional property managers and real estate salespersons. Consequently, we then cannot provide you with the tenancy of the premises.

APPLICANTS SIGNATURE: _____ **DATE:** _____

Free utility connection service



- ✓ *On The Move* is FREE – Save Time & Energy
- ✓ We're CONVENIENT. Why spend hours on the phone waiting in endless call queues?
- ✓ We make it EASY. In a single 10 minute call you get electricity, gas, phone and more.
- ✓ We get you CONNECTED. We make sure you are connected on time and as planned.
- ✓ Focus on moving into your new home. Don't move in the dark!

- Free Service • One Stop Shop • Quality Suppliers • No obligation

Let On The Move reduce your stress and save you time by arranging to connect all your services

YES!! Please call me to arrange the following services **free** of charge.

ELECTRICITY GAS PHONE INTERNET PAY TV

N.B. To ensure your electricity connection occurs, the electricity Mains Switch must be in the "OFF" position

Name

Date of birth

Contact Number

Drivers Licence or Passport number

Expiry date

Property address to connect

Suburb

Postcode

Connection date

Applicants Signature

Date

Once completed please fax to

1300 661 160

or email to

sales@onthemove.com.au

Agents Name

Contact Number



Phone: 1300 850 360 Fax: 1300 661 160 Website: www.onthemove.com.au

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au.

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