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APPLICATION FOR RESIDENTIAL TENANCY

This Office is a member of Tenancy Information Centre Australia Pty Ltd (TICA)

OFFICE USE ONLY:		MOVE IN DATE: _____	
APPROVED BY: _____	YES / NO	On the Move:	YES / NO
APPROVED BY P/M: _____	YES / NO	APPLICANT NOTIFIED	YES / NO
APPROVED BY OWNER: _____	YES / NO	LESSOR NOTIFIED	YES / NO

PROPERTY ADDRESS 1: _____

PROPERTY ADDRESS 2: _____

First Applicants Details:

Drivers Licence: _____

Full Name: _____ DOB: _____

Phone: H _____ W _____ M _____

Email Address: _____

Current Address: _____

Period of Occupancy: _____ Reason for Leaving: _____

Name of Agent or Owner: _____ Phone: _____

Previous Address: _____

Period of Occupancy: _____ Reason for Leaving: _____

Name of Agent or Owner: _____ Phone: _____

Occupation: _____ Net Weekly Income: _____

Employer: _____ Period with Employer: _____

Employers Address: _____ Phone: _____

Second Applicants Details:

Drivers Licence: _____

Full Name: _____ DOB: _____

Phone: H _____ W _____ M _____

Current Address: _____

Period of Occupancy: _____ Reason for Leaving: _____

Name of Agent or Owner: _____ Phone: _____

Previous Address: _____

Period of Occupancy: _____ Reason for Leaving: _____

Name of Agent or Owner: _____ Phone: _____

Occupation: _____ Net Weekly Income: _____

Employer: _____ Period with Employer: _____

Employers Address: _____ Phone: _____

APPLICANT 1 - Name of Relatives or other persons in case of emergency

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

APPLICANT 2 - Name of Relatives or other persons in case of emergency

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

PLEASE NOTE THAT ALL PERSONS OVER THE AGE OF 18 ARE TO FILL IN A SEPARATE APPLICATION AND ARE TO BE PLACED ON THE LEASE

Full names of all other persons who will occupy the property under the age of 18 years (Re: children)_____

PETS: _____ **Inside or Outside** (please circle)Breed of Pets: _____

Total Number of Vehicles to be kept on premises: _____

Car Rego # _____ Model: _____

Car Rego # _____ Model: _____

Will you be applying for a Department of Housing Bond Loan? YES / NO**Please supply the following documents** (Both applicants need to supply all)

	Applicant 1	Applicant 2
Drivers Licence or Passport	Yes/no	yes/no
Proof of Current Address eg: phone account	Yes/no	yes/no
Proof of income eg: last months pay slips	Yes/no	yes/no

Please answer the following questions

	Applicant 1	Applicant 2
Have you ever been evicted by any lessor or agents?	Yes/no	yes/no
Have you ever been refused a property by any lessor or agent?	Yes/no	yes/no
Are you in debt to another lessor or agent?	Yes/no	yes/no
Is there any reason known to you that would affect your Rental Payment?	Yes/no	yes/no
Was your rental bond at your last address refunded in full?	Yes/no	yes/no

If you have answered yes to any of the first 4 questions please give details:_____

I agree to pay my rent on the due date by one of these options

Yes / No

BPAY	\$1.25 per transaction	<input type="checkbox"/>
Direct Debit	\$3.00 per month (unlimited transactions)	<input type="checkbox"/>
Bank Chq / Money Order	Approx cost is \$5.00 - \$6.00	<input type="checkbox"/>

Please fill in the following rental affordability: PER WEEK

(If more than one applicant on this application – please put in the total of both applicants)

Income		Liabilities	
Income per week	\$ _____	Car Payments	\$ _____
Government benefits	\$ _____	Personal Loans	\$ _____
Rental Income	\$ _____	Credit Card Payments	\$ _____
Share Dividends	\$ _____	School Fees	\$ _____
Any other Income	\$ _____	Home Loan	\$ _____
		Phone/Mobile	\$ _____
		Electricity	\$ _____
		Fuel/regio/insurance	\$ _____
		Day to Day Living	\$ _____
Total	\$ _____		\$ _____

I would like to move in on:**Date:** _____**Any extra details you think we may need to process your application:**

_____**PLEASE NOTE:****IF THE APPLICATION IS NOT FILLED IN COMPLETELY – IT WILL NOT BE PROCESSED**

OFFICE USE ONLY:	1st Applicant	2nd Applicant
Tenancy Database Checked (TICA)	Yes / No	Yes / No
Previous Agent/Lessor Checked:	Yes / No	Yes / No
Personal References Checked:	Yes / No	Yes / No
Employment Checked:	Yes / No	Yes / No

Please turn over, last page must be read & signed by applicants before this application can be processed!

PRIVACY DISCLOSURE

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 Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use a database operated by TICA Default Tenancy Control Pty Ltd (TICA). You can find out more information about this database on their website www.tica.com.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for us to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to their parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Caboolture Realty and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application Caboolture Realty will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice and authorise Caboolture Realty to collect information about me from:

My previous letting agents and/or Lessors, my personal referees, employers and all other references on this application, any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Caboolture Realty to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes (TICA).

I authorise Caboolture Realty to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate officers, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorise as required by law.

I/We, the Applicant(s) declare that the information I/we have supplied is true and correct and that I/we have supplied it of our own free will **AND** I/we hereby authorize you as the letting agent, to conduct any enquires, and/or searches, including any tenancy information databases in order to verify the above information.

I/We acknowledge that any false information I/we provide in this application could jeopardize this application and any subsequent tenancy agreement I/we enter into on approval by the lessor or agent.

I/We acknowledge and accept that if the application is rejected, the agent is not legally obliged to give reasons for the rejection.

APPLICANT'S FULL NAME

APPLICANT'S SIGNATURE

DATE

APPLICANT'S FULL NAME

APPLICANT'S SIGNATURE

DATE