

## Tenant Application Form

Each adult occupant is required to submit an individual Application for Residential Tenancy and will only be processed once ALL information requested below is supplied.  
Please ensure that you have photocopied ALL relevant ID (as per the 100 point checklist) to be submitted with your application.  
Your ORIGINAL photo ID will need to be verified, so please ensure that you bring this in with your completed application.

### PROPERTY DETAILS

Address of property you are applying for:

Date you wish to move in: Advertised rent: Lease period (months)  6  9  12

Names of all other occupants:

Names and ages of any children to occupy the property:

### YOUR DETAILS

|  |   |              |  |
|--|---|--------------|--|
| First Name/s:  |   | Surname:     |  |
| Date of Birth:   | Work Phone:   | Home Phone:  |  |
| Mobile Phone:  | Email Address:  |              |  |
| Drivers Licence No:  | State of Issue:   | 18+ Card No: |  |
| Passport No:   | Country of Issue:   | Other ID:    |  |
| Are you or a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No            | No. of vehicles: Cars _____ Boats_____ Trailers_____ Caravans_____ Bikes_____   |              |  |
| Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No           | Type:   | Breed:       |  |
| Is your pet Council Registered? <input type="checkbox"/> Yes <input type="checkbox"/> No | Photo of pet provided? <input type="checkbox"/> Yes <input type="checkbox"/> No |              |  |

### ACCOMODATION HISTORY

Your **current** address:

|   |                          |                         |
|---|--------------------------|-------------------------|
| Period of occupancy from:   | to:                      | Rent/Mortgage per week: |
| Name of Agent/Landlord:   | Agent/Landlord phone No: |                         |
| Reason for leaving:   |                          |                         |
| Was your bond refunded in full (if renting)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Reason not refunded:     |                         |

Your **previous** address:

|   |                          |                         |
|---|--------------------------|-------------------------|
| Period of occupancy from:   | to:                      | Rent/Mortgage per week: |
| Name of Agent/Landlord:   | Agent/Landlord phone No: |                         |
| Reason for leaving:   |                          |                         |
| Was your bond refunded in full (if renting)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Reason not refunded:     |                         |

#### Port Douglas

Tel. 07 4099 5355  
Add. 48 Macrossan Street, Port Douglas Qld 4877  
Post PO Box 564, Port Douglas Qld 4877

#### Four Mile

Tel 07 4098 5222  
Add. 366 Port Douglas Rd, Port Douglas Qld 4877  
Post PO Box 564, Port Douglas Qld 4877

#### Mossman

Tel 07 4098 1333  
Add. 53 Front Street, Mossman Qld 4873  
Post PO Box 328, Mossman Qld 4873

# PROPERTY SHOP

|  |  |                         |
|--|--|-------------------------|
| Your <b>other previous</b> address:          |  |                         |
| Period of occupancy from:                    | to:  | Rent/Mortgage per week: |
| Name of Agent/Landlord:                      | Agent/Landlord phone No:                                 |                         |
| Reason for leaving:                          |  |                         |
| Was your bond refunded in full (if renting)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Reason not refunded:    |

## EMPLOYMENT HISTORY

|  |                       |                     |
|--|-----------------------|---------------------|
| Company you <b>currently</b> work for: | Your job title:       |                     |
| Name of Supervisor:                    | Supervisors phone No: |                     |
| Period of employment from:             | to:                   | Nett weekly income: |

|   |                       |                     |
|---|-----------------------|---------------------|
| Company you <b>previously</b> worked for: | Your job title:       |                     |
| Name of Supervisor:                       | Supervisors phone No: |                     |
| Period of employment from:                | to:                   | Nett weekly income: |

|   |                       |                     |
|---|-----------------------|---------------------|
| Company you <b>previously</b> worked for: | Your job title:       |                     |
| Name of Supervisor:                       | Supervisors phone No: |                     |
| Period of employment from:                | to:                   | Nett weekly income: |

## SELF-EMPLOYMENT HISTORY

|                           |                       |                     |
|---------------------------|-----------------------|---------------------|
| Your company name::       | Your ABN:             |                     |
| Name of Accountant:       | Accountants phone No: |                     |
| Period of operation from: | to:                   | Nett weekly income: |

## CENTRELINK PAYMENTS

|  |                       |
|--|-----------------------|
| Type of benefit (circle one): Age Pension   Carer Allowance   Child Care Subsidy   Disability   Job Seeker   FTB   Other |                       |
| Total fortnightly payment received:  | Date of commencement: |

## TERTIARY EDUCATION

|                      |                       |
|----------------------|-----------------------|
| Name of institution: | Course name:          |
| Course length:       | Enrolment/student No: |
| Course coordinator:  | Contact No:           |

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## CHARACTER REFERENCES - Minimum of Two (Previous colleagues, etc. Do not include relatives/friends)

|                      |                      |
|----------------------|----------------------|
| Name:                | Their place of work: |
| Their phone No:      | Their email address: |
| Relationship to you: |                      |

|                      |                      |
|----------------------|----------------------|
| Name:                | Their place of work: |
| Their phone No:      | Their email address: |
| Relationship to you: |                      |

|                      |                      |
|----------------------|----------------------|
| Name:                | Their place of work: |
| Their phone No:      | Their email address: |
| Relationship to you: |                      |

|                      |                      |
|----------------------|----------------------|
| Name:                | Their place of work: |
| Their phone No:      | Their email address: |
| Relationship to you: |                      |

## EMERGENCY CONTACTS:

|                 |                      |
|-----------------|----------------------|
| Name:           | Relationship to you: |
| Their phone No: | Their email address: |
| Their address:  |                      |

|                 |                      |
|-----------------|----------------------|
| Name:           | Relationship to you: |
| Their phone No: | Their email address: |
| Their address:  |                      |

## ANY OTHER INFORMATION YOU FEEL WOULD ASSIST YOU IN BEING APPROVED FOR THIS PROPERTY

|  |  |
|--|--|
|  |  |
|--|--|

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## PRIVACY DISCLOSURE STATEMENT

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 landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our property management team. If you do not complete this form or do not sign the consent below then your application for a residential tenancy will not proceed.

**I, THE APPLICANT, acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.**

## BY SIGNING BELOW, YOU AUTHORISE US TO MAKE CONTACT WITH EVERYONE LISTED ON YOUR APPLICATION

Applicants full name:

Applicants signature:

Agent to witness:

Date signed:

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## Check List

**Each applicant must complete a separate application. Applications will not be processed unless all of the information requested in the attached application is supplied.**

The property will not be hld for you until the application has been approved by us the Agent and the Lessor and the first two weeks rent has been paid to our office in cleared funds (Direct Deposit/Eftpos - we have Eftpos facilities available in our office).

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be processed. Please ensure that you have all documents already copied when submitting your application.

### PHOTO IDENTIFICATION

When returning your application, you must submit a form of photo identification. The original will need to be sighted by one of our staff members, so please ensure that you have this readily available when submitting your application with your photocopied documents.

### 100 POINT IDENTIFICATION CHECK

Please speak to your Property Manager should you be unable to meet the 100 point check criteria. Items marked with an asterisk (\*) must be provided.

|                                     |                                    |                                       |                                    |
|-------------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| Current payslip/Employment Contract | 30 points <input type="checkbox"/> | Passport                              | 15 points <input type="checkbox"/> |
| Drivers licence/Photo ID            | 25 points <input type="checkbox"/> | Pension or Health Care Card           | 15 points <input type="checkbox"/> |
| Last four (4) rent receipts         | 20 points <input type="checkbox"/> | Birth Certificate                     | 10 points <input type="checkbox"/> |
| Tenant history ledger               | 20 points <input type="checkbox"/> | Phone, Electricity, Gas or Rates Bill | 10 points <input type="checkbox"/> |
| Bank/credit card statements         | 20 points <input type="checkbox"/> | Other Identification                  | 10 points <input type="checkbox"/> |

### PROCESSING AN APPLICATION

In some instances, we are able to process your application within 5 working days and advise you by telephone. If we are unable to contact all of your referees, or are awaiting a decision from the owner of the rental property (as sometimes there is more than one application on a property at the same time), this process may take longer. As soon as we have an answer, we will contact you.

### APPROVAL OF AN APPLICATION - TENANCY AGREEMENT SPECIAL CONDITIONS

Upon your application being approved, you are entitled to request a copy of the Standard Terms and Conditions of your Tenancy Agreement, Annexure A, Body Corporate By-Laws (if applicable and RTA Form 17a (Pocket Guide for Tenants). It is important that you read and understand this documentation, including any Special Conditions prior to entering into the Tenancy Agreement.

### SECURING THE PROPERTY

Once the application has been approved, you will be required to pay two weeks rent to secure the property. Please note that this must be paid in cleared funds (Eftpos at our office, or Direct deposit/transfer). The property will not be secured for you until this money has been received and all parties have signed the tenancy related documents.

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## COLLECTION OF KEYS

Our office is open Monday-Friday from 8:30am to 5:00pm. You will need to collect the keys, finalise all payments and sign all documents during these hours ONLY.

## PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require the equivalent of four weeks rent for the bond and two weeks rent. If your weekly rent is more than \$700 per week, the bond requirement may vary. This office does not accept bond transfers and does not transfer Department of Housing Bonds. If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All funds must be cleared prior to collecting the keys.

## BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to three weeks for monies to be released. You will also need to inform our office of the portion of the bond that each tenant is contributing.

## PAYMENT OF RENT

Upon signing your Tenancy Agreement, you will be provided with our bank account details and a unique five (5) digit code which is linked to your property. You may either pay rent via Direct Deposit or by coming into the office and paying by Debit or Credit Card (Credit Card payments attract a 2.5% Merchant Fee). We are a cashless office and do not accept cash. Alternatively you can go into your branch of your bank and pay over the counter ensuring that you provide them with your unique five digit identifier code. If you fail to use this code and the deposit is not readily identified by any other name or details you have provided, you may be liable for a \$15.00 search fee. You also run the risk of falling into arrears on our system whilst the deposit remains unidentified and therefore may receive letters regarding this.

## SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown proof of identification and paid all monies in cleared funds and in full.

## SMOKING

It is our company policy that no smoking is permitted inside any property due to health and safety and fire risks. Please note that owners can now specify that smokers may not be approved for their property.

## PETS

Unless you have been given approval to have a pet reside at the property and this is included in your Special Terms and Conditions, it is an offense to do so. Any tenant found harboring a pet at their rental property will be asked to remove it immediately and a pest treatment will need to be carried out at the tenant/s expense.

## ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to arrange connection of the electricity and telephone at the property and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

## ENTRY CONDITION REPORT

When you move into the property, be very particular with the Entry Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Entry Condition Report to our office within three (3) days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

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