

Residential Tenancy Application Form

Shop 4, 256 Nicklin Way, Warana Qld 4575
Open Monday – Friday 8:30am - 5pm

(07) 5437 8806
reception@platinumproperties.com.au

Welcome to Platinum Properties Sunshine Coast to assist you in ensuring your application is processed in an expedient manner, please ensure your application is returned with:

- Copies of all appropriate documentation (in colour)
- All sections completed in full, including contact details or referees
- All applicants have signed the application where indicated

Applications may take up to 48 hours to process (providing all relevant referees can be contacted). This includes checks through the Tenancy Information defaulting Database (TICA).

PLEASE NOTE: Every person over the age of 18 MUST complete their own application, even if not on lease.

The property will remain available until all parties have signed the Tenancy Agreement and a minimum of the first two weeks rent and bond has been paid. We accept Bank Cheque or Direct Deposit.

IF APPLICATION IS ACCEPTED please ensure all lease holders are able to come into our office by 10am the following business day to sign all relevant documents.

Please be sure to hand in 100 points of identification. If you have any issues collecting the ID, please don't hesitate to contact our office or email us. Please select from the options of ID below.

Driver's License	40
Passport	40
Birth Certificate/Extract	30
Other Photo ID	30
Current proof of income	20
Medicare / HealthCare Card	20
Previous Landlord Reference	20
Rental Ledger from other Agent	20
Bank Statement / Bank Card	10
Phone / Electricity / Gas Account	10

* Applications without 100 Points of ID will not be accepted

** CASH NOT ACCEPTED ON PREMISES

Name: _____ Rent Per Week: \$ _____

Property Address: _____

Residential Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

A. PROPERTY DETAILS

1. **Address of Property?**

_____ Postcode

2. **Have you viewed the property?**

YES NO

3. **Lease commencement date?**

____ Day ____ Month ____ Year

4. **Lease term?**

____ Years ____ Months

5. **How many tenants will occupy the property?**

Adults Children; Ages: _____

Children Names: _____

B. PERSONAL DETAILS

6. **Please give us your details.**

Mr Ms Miss Mrs Other

Surname _____ Given name/s _____

Date of Birth _____ Driver's licence number _____

Driver's licence expiry date _____ Driver's licence state _____

Passport number _____ Passport country _____

Pension number (if applicable) _____ Pension type (if applicable) _____

7. **Please provide your contact details.**

Home phone number _____ Mobile phone number _____

Work phone number _____ Are you a smoker? YES NO

Email address _____

8. **What is your current address?**

_____ Postcode

C. EASY BONDPAY

Would you like a bond loan?  makes renting easier for you

Easy Bondpay would like to help you.

- 6 or 12 month easy payment options
- No supporting documents required
- No minimum or maximum bond value
- Instant approval
- Same day, full bond payment
- www.easybondpay.com.au
- 1300 022 663

D. FREE UTILITY CONNECTION SERVICE

 Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL, TENANCY INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160

YES!! I would like **On The Move** to contact me.

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. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

(a) the owner or the Agent of my current or previous residence;

(b) my personal referees and employer/s;

(c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking my tenancy history.

I am aware that I may access my personal information by contacting:

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: 02 9363 9244

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

(a) communicate with the owner and select a tenant

(b) prepare lease/tenancy documents

(c) allow organisations/trades people to contact me

(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority

(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)

(f) refer to collection agents/lawyers (where applicable)

(g) complete a credit check with NTD (National Tenancies Database - Phone 1300 563 826 – Email info@ntd.net.au)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me. Where **On The Move** is requested to arrange for the provision of the services, I consent to **On The Move** disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither **On The Move** nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature _____ **Date** _____

X _____

PROPERTY MANAGER (OFFICE USE ONLY)

Property Manager: _____

Application faxed to On The Move (if required).

F. APPLICANT HISTORY

9. How long have you lived at your current address?

	Years		Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable).

Name of landlord or Agent

Landlord/Agent's phone number

Weekly rent paid

\$	
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12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
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14. Landlord/Agent details of this property (if applicable).

Name of landlord or Agent

Landlord/Agent's phone number

Weekly rent paid

\$	
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Was bond refunded in full? If NO, why not?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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G. EMPLOYMENT HISTORY

15. Please provide your employment details.

What is your occupation?

What is the nature of your employment? (Please circle)

FULL-TIME	PART-TIME	CASUAL
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Employer's name (accountant if self-employed or institution if a student)

Employer's address (accountant if self-employed or institution if a student)

Postcode

Contact name

Phone number

Length of employment

	Years		Months
--	-------	--	--------

Net income

\$	
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16. Please provide your previous employment details.

Occupation

Employer's name

Length of employment

	Years		Months
--	-------	--	--------

Net income

\$	
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H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency.

Surname

Given name/s

Relationship to you

Phone number

18. Please provide two personal references (not related to you).

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

I. OTHER INFORMATION

19. Car Registration.

20. Please provide details of any pets. (Including Fish, Birds, etc.)

Breed / type

Council registration / number

(PLEASE PROVIDE COLOURED PICTURES OF ALL PETS)

J. PAYMENT DETAILS

Property Rental

\$		per week	OR	\$		per month
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Rental Bond (4 x weeks rent)

\$	
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First payment of rent in advance (2 weeks rent)

\$	
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Total

\$	
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K. 100 POINTS OF ID REQUIRED

We require 100 points of ID. You must have:

- **A current driver's license of other photo ID**
- **Current proof of income**
- **Current rent ledger (if renting)**

Applications without 100 Points of ID will not be accepted.

100 Point Check

Driver's License	40
Passport	40
Birth Certificate/Extract	30
Other Photo ID	30
Current proof of income	20
Previous Landlord Reference	20
Rent Ledger from other Agent	20
Pension Card	20
Rates Notice (Proof of Ownership)	20
Medicare / HealthCare Card	20
Motor Vehicle Registration Certificate	10
Bank Statement / Bank Card	10
Phone / Electricity / Gas Account	10

Signature of Agent

X

Date