

Please note: All applicants over the age of 18 **MUST** complete their own individual application.

For your application to be processed you **MUST** answer all questions and provide 100 points of ID



A. AGENCY DETAILS

Tate Brownlee Real Estate
2/34 Oyster Point Road, Banora Point NSW 2486
Phone: (07) 5513 0300 Fax: (07) 5513 0302
Email: reception@tbre.team
W: www.tatebrownlee.com.au

B. PROPERTY APPLYING FOR DETAILS

1. What is the address of the property you are applying for?

2. Preferred move in date?

3. Lease term?

Year's Month's

4. Property rental amount per week?

Per week

5. How many people will occupy this property?

Adults Children

6. Ages of all applicants under the age of 18 years?

C. APPLICANT PERSONAL DETAILS

7. Applicant details.

Title Smoker? Yes No

Given name Surname

Date of birth Medicare number

Driver's license number Driver's license expiry

Pension no. (if applicable) Pension type (if applicable)

8. Please provide your contact details.

Mobile Home (if applicable)

Email address

Current address

D. PET DETAILS

9. Do you have any pets?

Yes If yes, how many? No

10. Type/breed of pet?

Type (eg. dog) Breed (e.g. French Bulldog)
Type Breed

Please note you will need to fill out a pet application form

E. APPLICANT CURRENT TENANCY DETAILS

11. Current address?

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

Year's Month's

13. Please tell us about your current property.

Renting Owner If owner, go to question 18

Name of landlord or agent

Landlord/Agent email address

Landlord/Agent phone number Weekly rent paid

14. Was your bond fully refunded?

Yes No Still living at the property

If you answered no, why?

15. Reason for leaving this address.

F. APPLICANTS RENTAL HISTORY

16. What was your previous residential address?

17. How long did you live at this address?

Year's Month's

18. Were you renting or did you own this property?

Rent Owned

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F. APPLICANTS RENTAL HISTORY CONT'D

19. Were you renting or did you own this property?

Rent Owned

20. Please provide landlord or agent information.

Name of landlord or agent

Landlord/Agent phone number

Weekly rent paid

21. Was your bond fully refunded?

Yes No

If you answered no, why?

G. EMPLOYMENT DETAILS

22. Are you currently self-employed?

Yes If yes, please go to section H. No

23. Are you currently employed?

Yes No If no, please go to section I.

24. Please provide your employment details.

Place of employment

What is the nature of your current employment?

Full time Part time Casual

Occupation

Employment address

Contact name

Contact number

Length of employment

Year Month

Net income per week (Please use the lowest of past 4 payslips)

25. Please provide your previous employment details.

(If current employment is less than 6 months)

Place of employment

Occupation

G. EMPLOYMENT DETAILS CONT'D

Length of employment

Year Month

Contact name

Contact number

Net income per week

H. SELF EMPLOYMENT DETAILS

26. Please provide details if you are self-employed?

Registered business name

Business address

A.B.N

Type of business

Length of self-employment

Year Month

Accountant name

Contact number

Net income per week

I. STUDENT DETAILS

27. Are you currently enrolled to study?

Yes No If no, please go to section J.

Place of study

Course name

Course length

Student ID

Campus contact person

Contact number

J. OTHER INCOME DETAILS

28. Are you currently receiving Centrelink payments?

Yes No If no please go to question 30.

29. Please provide Centrelink details.

Payment type (please list all payment types)

CRN:

Net income per week

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J. OTHER INCOME DETAILS CONT'D

30. Are you receiving Child Support?

Yes No If no please go to question 31.

Net income per week

31. Do you have any other income source no listed above?

Yes No If no, please go to section K.

Name of other income source

Contact name

Contact number

Net weekly income

K. REFERENCES

32. Please provide 2 personal references (not related to you)

Personal reference 1.

Given name

Surname

Contact number

Relationship to you

Personal reference 2.

Given name

Surname

Contact number

Relationship to you

33. Please provide 1 professional reference.

Given name

Surname

Contact number

Relationship to you

L. PLEASE PROVIDE EMERGENCY CONTACT

Given name

Surname

Contact number

Relationship to you

M. APPLICATION CHECKLIST

- Complete all sections on the application
- Supply 100 points of ID (please refer to Checklist below)
- Proof of income (4x current payslips, Centrelink statement/Child Support statement or bank statements)
- If self-employed please make sure you have completed section I.
- Declaration is read and signed (please refer to section N)
- Consent form is read and signed (please refer to page 5)
- Tenant ledger (if available)
- Notify your references

N. 100 POINTS MINIMUM ID CHECKLIST

Drivers licence	40	Car registration	10
Passport	40	Bank card	20
Other photo ID	20	Bank statement	20
Current payslips x4	30	Phone bill	10
Previous 2 rent slips	20	Utility bill	10
Tenant ledger	20	Medicare card	20
Centrelink Statement	20	Concession card	20
Total			

O. QUESTIONARE

34. How did you find out about this property?

Social media	Which site?
Internet	Which site?
Referral	By whom?
Office window	
Sign board	
Office	

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R. HOLDING DEPOSIT

NSW ONLY - Complete this section if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the date the funds are received.

The Agent undertakes that:

A Holding Fee may only be requested following approval of the application by the landlord;

A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant,

Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.

Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee,

A Holding Fee should be attributed to rent upon the tenancy commencing.

The Applicant agrees to pay a Holding Fee of (One weeks rent)_____. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

Q. Declaration

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Per week

Holding deposit 1 weeks rent	
Advance rent 1 week	
Rental bond (four weeks rent)	
Total (6 weeks rent)	

I 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.

Applicants full name _____

Date _____

Applicants signature _____

FREE Utility Connection Service - with a difference!

MOVE ME IN
HASSLE FREE CONNECTIONS
Electricity Gas Internet Phone Pay TV Insurance

- Would you like access to genuinely discounted utility offers?
- Would you like to choose your providers in your own time?
- Would you like to save time and not have to speak with a call centre?
- Would you like to connect all your services in around 3 minutes on your mobile or computer?
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and sms once you have secured your property. Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

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R. 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 privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

S. CONSENT FORM

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent 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 including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).
4. I authorise to be contacted by Direct Connect in regard to connecting services and utilities.

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

I have read, agreed to and understood all of the above terms and conditions.

Applicants full name

Applicants signature

Date