



Tenancy Application

STEPS TO COMPLETING YOUR APPLICATION FORM

(All adults who will be residing on the premises have completed a form)

1. Inspect the property otherwise have a friend or relative inspect on your behalf.
2. Ensure you have read the terms and conditions of the Tenancy Agreement.
3. Provide 100 points of ID per application + 2 recent pay slips & if necessary a **Current** Centrelink Statement **showing current and future entitlements** (Remember to provide both front and back of license).



4. Complete the application properly and sign where indicated (**Must** have contact details for references supplied).
5. Complete the Free Direct Connect Utilities Service form provided
6. Read and sign Privacy Statement
7. Read and sign Declaration Statement

Frequently Asked Questions

- **How do you process applications?** Application process takes usually between 1 – 2 business days depending on how difficult it is to get in touch with references. Applicant's ability to afford any rental is based upon 30% of the combined applicant's net weekly income.
- **Where does my application go if I'm not accepted?** If application is not approved, it will be destroyed securely to comply with Privacy Legislation.
- **What happens when I'm accepted for the property?** You will be required to pay the first weeks rent within 24 hours to secure the property. The agent will arrange a time with the approved applicant to sign all required documentation and pay the full bond (equivalent to 4 weeks rent) and the second weeks rent (Total of six weeks rent to be paid upon collecting keys).
- **How do I pay rent?** It is a company policy at Doug Hull Real Estate that cash is not accepted. Money Order, Bank Cheque & internet transfers are the payment methods accepted. However, internet transfer is not accepted for payment of Bond or first 2 weeks rent.
- **Can I collect keys prior to the lease start date?** No, keys are not available for collection prior to the lease commencement date under any circumstance.
- **Can I end the tenancy early?** When the tenant enters into a fixed lease agreement and wishes to terminate before the agreed time, you will be required to compensate the lessor financially.

PROPERTY DETAILS:

Property Address _____ Date _____

I inspected the above on the _____ or please advise the name of the person who inspected the property on your behalf _____.

I wish to apply to rent the above property for a period of _____ months, commencing on _____.

I agree that the rent is \$ _____ per week and that the rental bond is \$ _____ (4 weeks rent).

I have all funds ready and available I will be applying for a bond loan I will have funds as of _____

APPLICANT DETAILS – Please ensure this is completed in full

Mr Mrs Ms Miss Dr

Surname: _____ Given Name/s: _____

Have you been known by any other name? YES / NO _____ D.O.B _____ / _____ / _____

Driver's license No: _____ Passport No. _____ Medicare No. _____ ref _____

(H.) _____ (W.) _____ (M.) _____ (EMAIL) _____

Number of vehicles _____ Type _____ Registration _____

Are you a smoker? YES / NO

TOTAL NO. OF OCCUPANTS (inc. yourself) **ADULTS** _____ **CHILDREN** _____ **AGES** _____

OTHER OCCUPANTS

Name _____ Relationship _____ Age _____ On the Lease? _____

Name _____ Relationship _____ Age _____ On the Lease? _____

Name _____ Relationship _____ Age _____ On the Lease? _____

Name _____ Relationship _____ Age _____ On the Lease? _____

CURRENT ADDRESS

Period of occupancy _____ Lease Exp _____ Type of occupancy: Rent Owner Other _____

Real Estate Agency/Owner _____ Agent/Owner phone _____

Current rent (per week) \$ _____ Reason for leaving _____

PREVIOUS ADDRESS

Period of occupancy _____ Type of occupancy: Rent Owner Other _____

Current Agent/lessor _____ Agent/Lessor phone _____

Current rent (per week) \$ _____ Reason for leaving _____

CURRENT EMPLOYMENT If self-employed evidence will be required such as Tax or Annual Returns

Are you self-employed? YES/NO – Accountant Name: _____ Accountant phone number: _____

Full Time / Casual / Part Time / Contract – (Please circle)

Occupation _____ Net Income (per week) \$ _____

Date commenced employment (approx) _____ Date terminated employment (if any) _____

Employer/Business Name _____

Address _____ Phone _____

CENTERLINK PAYMENTS

Are you receiving any regular Centerlink Payments? YES/NO

Description of payment(s) _____

Total Income (Per Week) \$ _____ **(current statement must be attached)** Date Payments commenced _____

PETS (Total number of pets that will reside at the premises)

Total Number _____ Breed _____ Registered YES / NO _____

Please note: More than 2 dogs/cats per property is prohibited. For more information, please visit <http://www.goldcoast.qld.gov.au>

EMERGENCY CONTACT INFORMATION OR NEXT OF KIN

Name _____ Phone _____
Address _____ Relationship _____

PERSONAL REFERENCES

(Please provide TWO Personal References, do not list relatives or partners and provide business hours contact numbers)

Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____

PERSONAL DETAILS CONTINUED

The following questions must be answered

1. Do you currently have applications submitted with other Real Estate agents? Yes / No
2. Has your tenancy ever been terminated by a landlord or agent? Yes / No
If yes, give details _____
3. Have you ever been refused a property by any landlord or agent? Yes / No
If yes, give details _____
4. Are you in debt to another landlord or agent? Yes / No
If yes, give details _____
5. Have any deductions ever been made from your rental bond? Yes / No
If yes, give details _____
6. Is there any reason known to you that would affect your future rental payments? Yes / No
If yes, give details _____
7. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application Yes / No
for tenancy

APPLICANT'S NAME

SIGNATURE

DATE

You are required to meet 100 points of identification criterion upon submission of your application, these must be photocopied and attached to your application.

- | | | | |
|---|---|--|--|
| <p>70 Points</p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Citizenship Certificate | <p>40 Points</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drivers License - FRONT & BACK <input type="checkbox"/> Student Photo ID <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Centrelink Card <input type="checkbox"/> State/Federal Government Photo <input type="checkbox"/> Department of Veterans Affairs | <p>25 Points:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medicare Card <input type="checkbox"/> Electricity Bill <input type="checkbox"/> Bank Statement <input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Gas Bill <input type="checkbox"/> Telephone Bill | <ul style="list-style-type: none"> <input type="checkbox"/> Previous Tenancy Agree <input type="checkbox"/> Tenancy Ledger <input type="checkbox"/> Last Four Rent Receipts <input type="checkbox"/> Credit Card Statement |
|---|---|--|--|

Please also include the following:

- If you are employed:** Last TWO pay slips
- If you are self-employed:** Bank Statements, Group certificate, Tax Return, or Accountant's letter
- If you are not employed:** Centrelink Statement

Free Utilities Connection Service

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity Gas Phone Internet Pay TV
Insurance Removalist Truck or van hire Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

Please provide your personal details:

| | |
|------------|-------------|
| Title: | First Name: |
| Last Name: | |

Date of Birth:

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

| | |
|-------------------------------|----------------|
| Licence/Passport/Medicare No: | State/Country: |
|-------------------------------|----------------|

Please provide your contact details:

| | |
|----------------|------------------|
| Home phone no: | Mobile phone no: |
| Work phone: | Fax phone no: |
| Email address: | |

Connection date:

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Property for connection:

| | |
|----------------|------------|
| Unit/Floor No: | Street No: |
| Street Name: | |
| Suburb: | |
| State: | Post Code: |

Postal address:

| | |
|----------------|------------|
| Unit/Floor No: | Street No: |
| Street Name: | |
| Suburb: | |
| State: | Post Code: |



This is a FREE service that connects all your utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connects Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connects services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

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

Date

| |
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| |
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Privacy Notice and Consent

Consent

I, _____
(Full name)

Of _____
(Residential Address)

have read and understood the attached information. I authorise employees of Doug Hull Real Estate, and independent contractors of Doug Hull Real Estate including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Doug Hull Real Estate. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Doug Hull Real Estate, Doug Hull Real Estate may be unable to provide the products or services I have requested.

Signed _____

Date _____

Parent/Guardian Signature (If under 18 years of age) _____

Privacy

Crewglen Pty Ltd (ACN 079 005 422) trading as Doug Hull Real Estate is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Doug Hull Real Estate's condensed Privacy Notice. Doug Hull Real Estate also has a full Privacy Policy, which contains information about how you can complain about any breach by Doug Hull Real Estate of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at doughull.com.au.

Information Collection, Use and Disclosure

During the course of your involvement with Doug Hull Real Estate, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases which includes Tenancy Information Centre Australia & National Tenancy Database
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial Institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal Information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients . Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your Information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Doug Hull Real Estate collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Doug Hull Real Estate update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:

POBox 161
NERANG QLD 4211

Ph: (07) 5596 4776

E: dawn@doughull.com.au

Declaration Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor True False
2. have no known reasons that would affect my ability to pay rent True False
3. was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond _____

4. have no outstanding debt to another agent/lessor? True False

If false, why are you in debt to your past agent/lessor? _____

Acknowledgment Please acknowledge the following by selecting either YES or NO

I, the Applicant,

1. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. Yes No
- 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. Yes No

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing. As a property manager/owner, we are required by law to let you know which databases we use to check your rental history. At Doug Hull Real Estate we use the following tenancy databases: TICA ph. 13 8332 & NTD (National Tenancy Database) ph. 02 97431800

- 2.2 in doing so, I understand that information provided by me may be disclosed to, and further Information obtained from, referees named in this application and other relevant third parties. Yes No
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. Yes No
4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. Yes No
5. acknowledgement that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. Yes No
6. acknowledge that I have received or have available the information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*; Yes No
10. declare that the above information is true & correct and that I have supplied it of my own free will Yes No

Name of Applicant _____

Signature _____ Date _____