

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



A. AGENT DETAILS
Cottee Real Estate
Unit 1 53 Gawain Road, Bracken Ridge, QLD 4017
Phone: (07) 3261 5122
Fax: (07) 3261 5144
Email: michael@cotteerealestate.com.au

B. PROPERTY DETAILS

1. What is the address of the property?

Postcode

2. Preferred lease commencement date?
Day Month Year

3. Preferred lease term?
Years Months

4. Property Rental? 5. Bond?
\$ Per Week \$

6. Full names of other occupants:

C. PERSONAL DETAILS

7. Please give us your details.
 Mr Ms Miss Mrs Other
Surname Given name/s

Date of Birth Driver's licence number

Driver's licence state Driver's licence expiry

8. Please provide your contact details.
Home phone number Mobile phone number

Work phone number

Email address

D. OTHER INFORMATION

4. Please provide details of any boats, trailers, caravans or large vehicles you intend to store at the property.
Registration number Make/model

5. Please provide details of any pets.
Breed / type Council registration / number

E. FREE UTILITY CONNECTION SERVICE

on the move 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, TENANT'S INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160
Email: sales@onthemove.com.au

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.

F. APPLICATION HISTORY

6. What is your current address?

Postcode

7. How long have you lived at your current address?
Years Months

8. Please tell us about this residential address.
Name of landlord or agent

Landlord/agent's phone number Weekly rent paid
\$
Reason for leaving this address

9. What was your previous residential address?

Postcode

10. How long did you live at this address?
Years Months

11. Please give us further information about this rented property.
Name of landlord or agent

Landlord/agent's phone number Weekly rent paid
\$

PROPERTY MANAGER (OFFICE USE ONLY)

Property Manager: _____

Application faxed to On The Move (if required).

G. EMPLOYMENT HISTORY

12. Please provide your employment details.

What is your occupation?

Employer's name

Employer's address

 Postcode

Contact name Phone number

Length of employment Net Income (PA)
 Years Months \$

H. PREVIOUS EMPLOYMENT HISTORY

13. Please provide your previous employment details.

Occupation

Employer's name

Employer's address

 Postcode

Contact name Phone number

I. IF YOU ARE SELF-EMPLOYED

14. If applicable, please provide your self-employment details.

Name of business

Business address

 Postcode

Name of accountant Phone number

Length of employment
 Years Months

Industry

ABN ACN

J. CONTACTS / NEXT OF KIN

15. Please provide two personal referees (not related to you).

1. Surname Given name/s

Relationship to you Phone number

2. Surname Given name/s

Relationship to you Phone number

16. Please provide one professional referee (colleague etc.).

Surname Given name/s

Relationship to you Phone number

DECLARATION

Have you ever been evicted by any lessor or agent? Y / N

Have you ever been refused another property by any lessor or agent? Y / N

Are you in debt to another lessor or agent? Y / N

Is there any reason known to you that would affect your rent payment? Y / N

Was your rental bond at your last address refunded in full? Y / N

If NO, what deductions were made?

Rent Arrears: \$ Repairs: \$ Cleaning: \$

100 POINTS OF ID REQUIRED

We require 100 points of ID.

You must have:

- A current Driver's Licence or other Photo ID**
- Current proof of income**
- Current rent ledger (if renting)**

Applications without 100 Points of ID will not be accepted.

100 Points of ID:

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

ACKNOWLEDGMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTION EITHER YES or NO

I, the Applicant:

- 1. Acknowledge that my personal contents insurance is not covered under any Lessor Insurance policies and understand that it is my responsibility to insure my own personal belongings Y / N
- 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 Y / N
 - 2.1 for such purposes, I authorize you to contact the person's name in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary Y / N
 - 2.2 In doing so, I understand that the information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties Y / N
- 3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why Y / N
- 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 Y / N
- 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application Y / N
- 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application Y / N
- 7. Acknowledge that I have signed the agency's Privacy Notice and Consent Y / N
- 8. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 the Electronic Transactions (Queensland) Act 2001 (QLD) and the Electronic Transactions Act 1999 (CTH) Y / N
- 9. Declare that the above information is true & correct and that I have supplied it of my own free will Y / N

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy principals. We collect personal information about you on 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 most recent employer, your accountant if self-employed 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 including maintenance contractors, body corporates and 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 office and speaking to our Property Management Department. If you do not complete this form or do not sign the consent below, your application for a residential tenancy will not be considered.

PRIVACY CONSENT

I, the applicant, acknowledge that I have read the Privacy Disclosure Statement of Sphere Property.

I authorise Sphere Property to collect information about me from:

- (a) My previous letting agents and/or landlords;
- (b) My personal referees; and
- (c) My current and previous working history.
- (d) Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Sphere Property 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 TICA or National Tenancy Database (NTD)

I authorise Sphere Property to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia and to any third parties such as valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

I have read, understood and agree to the above disclosure.

NAME: **DATE:**

SIGNATURE: