

All applications must be submitted in FULL for processing.

This means each section must be completed and all supporting documentation attached.

Each applicant must complete a separate application.

THE CHECKLIST

We need the following to consider your application.

If you think you'll have trouble providing something, please let us know.

✓

- Photo Identification (Passport, Driver's Licence, 18+ Card, University or TAFE Card)
- Proof of ID (100pts minimum – see The Point System below)
- Proof of Current Address (Utility Account, Tenancy Agreement, Council Rates Notice)
- Proof of Regular Housing Payments (Rent Receipts or Tenant Ledger, Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statement, Letter from Employer, Centrelink Statement, Tax return, letter/email from Accountant)
- References (Employment, Rental & Personal)

THE POINT SYSTEM

40 points Valid Passport or Driver's Licence

30 points Previous Rental Ledger

20 points Birth Certificate, Current Rego Papers or written reference from a previous Agent/Lessor

10 points Copy of Utility Account (i.e. Telstra, AGL)

10 points Other (i.e. Medicare Card, Bank Card, Pensioner Card)

THE PROCEDURE

We're generally able to process an application within 48 hours of receiving it, and we will let you know by phone, regardless of the outcome.

Once your application has been approved a lease is prepared for you to go over including both the standard and special terms & conditions of your Tenancy Agreement, as well as any Body Corporate By-Laws (if applicable) and the Information Booklet 17a "Renting in Queensland". It's important you read and understand this documentation. If you have any questions, please ask.

We cannot hold the property for you until the bond (equivalent to 4 weeks rent) has been paid in cleared funds and all parties have signed the tenancy-related documents.

APPLICATION FOR RESIDENTIAL TENANCY

All 3 pages *must* be completed in full and signed or your application cannot be processed.

RENTAL PROPERTY DETAILS

Address:	
Lease commencement date: / /	Lease Term:
Rent: \$ per week	Bond: \$
Total amount payable on signing of tenancy agreement: \$	

APPLICANT'S DETAILS

Name:	D.O.B. / /	
Are you known by another name?		
Phone Numbers Home:	Work:	Mobile:
Email Address:	Fax:	
Number of dependants to reside in property:	Total occupants:	
Full name and age of all persons other than applicant wishing to occupy the premises:		
Car Registration:	Driver's Licence No:	Licensed State:
Passport No:	18+ Card No:	Other ID:
Number of cars to be kept at property?	Are all cars registered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property? <input type="checkbox"/> Yes <input type="checkbox"/> No (tick, as appropriate)		
Pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number:	Type and Breed:
Weight (if a dog or cat):	Age:	
Are the pets registered with the council? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the property has a pool – Have you cared for a pool previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been evicted or are you in debt to another Agent/Landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details...
I accept the property in its present condition. <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, give details...

CURRENT ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$ per week	<input type="checkbox"/> Owned
Name of Landlord/Agent or Real Estate (if sold):		
Address:	Phone:	
Period of occupancy: / / to / /	Reason for leaving:	
Do you expect the bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No - Why?		

FORM 1 – CL8

PREVIOUS ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Landlord/Agent or Real Estate (if sold):		
Address:	Phone:	
Period of occupancy: / / to / /	Reason for leaving:	
Was the bond refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No - Why?		

PERSONAL REFERENCES: *No relatives please.*

Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:

EMERGENCY CONTACT:

Name:	Address:
Relationship:	Phone:

INCOME DETAILS:

Occupation:	Period of employment:
Employer:	Weekly wage:
Address:	Phone:
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (_____ hours per week)	
If less than 6 months – Previous Employer	
Occupation:	Period of employment:
Employer:	Weekly wage:
Address:	Phone:
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (_____ hours per week)	
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	Austudy: \$ _____
Student Identification No. _____	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner	Type: _____ Allowance: \$ _____
<input type="checkbox"/> Unemployment Benefit	Allowance: \$ _____
<input type="checkbox"/> Self-Employed	Business: _____ Wage: \$ _____
Address:	Phone:
How long established?	ABN No: _____
Accountant:	Phone: _____ Email: _____
<input type="checkbox"/> Other Income	Income: \$ _____

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

Internet
 Rental List
 For Rent Sign
 Newspaper
 Other _____

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS

This form provides information about how we, the below named Agent, handle your personal information, as required by the National Privacy Principles in the Privacy Act 1998, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA, we cannot process your application.

Member Name: Fresh Rentals Pty Ltd t/as Fresh Rentals
Address: 12/28 Sunshine Beach Road, Noosa Heads QLD 4567
Phone: 07 5474 8411 Fax: 07 5474 8422
Email: fresh@freshrentals.com.au

As a professional Asset Manager we collect personal information about you. The information we collect can be accessed by you contacting our office on the above numbers or address.

Primary Purpose

Before a tenancy is accepted, we collect your information to assess the risk to our clients in providing you with a property you have requested to rent, and if considered acceptable, provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to:

- The Lessor/Owner for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after the tenancy we may disclose your personal information to:

- Trades people to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies
- Debt Collection Agencies and affiliated industries
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Lessor's/Owner's insurer in the event of an insurance claim
- Future rental references to other Asset Managers/Owners

If you fail to provide your personal information and/or do not consent to the uses set out above we cannot properly assess the risk to our client or carry out duties as an Asset Manager. Consequently, we cannot provide you with the property you requested to rent.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1998.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants' personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28 137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways:

Phone: 190 222 0346 – \$5.45 per minute including GST (higher from mobile or pay phone)
Mail: TICA Public Inquiries PO Box 120, Concord NSA 2137 – \$14.30 one-off fee

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows:

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information About TICA

Full details about TICA can be found on TICA’s website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our helpline 190 222 0346. Calls are charged at \$5.45 per minute including GST (higher from mobile and pay phones).

If your personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed by the Applicant

Signature

Print Name

Signature

Print Name

Date / /

Witness

fyi

The Fresh Rentals office is open Monday to Friday between the hours of 9am and 5pm – weekends are by appointment. All tenants must sign the Tenancy Agreement. All documents must be signed and monies paid in cleared funds before we can release any keys. We do not accept Bond Transfers. We do accept Cash for the initial payment of the Bond and the first 2 weeks rent but do not accept cash for rent payments thereafter. We also do not accept Internet Bank Transfers for rent payment, nor do we have Eftpos/Credit Card facilities.

We accept rent in the following approved ways:

- (1) Bank Cheque – personal cheques are not accepted
- (2) Deduction from pension or other benefit
- (3) EziDebit Payment – Direct Debit or BPAY – \$1.25/transaction