

TENANCY APPLICANTS PLEASE NOTE

Hope Island Resort Realty is a member of **TICA DEFAULT TENANCY CONTROL SYSTEM**. All applications through this office are processed through TICA.

We require the following information to be supplied to meet our tenant selection criteria:

1. Photographic Identification – drivers licence or passport
2. References from previous landlords or agents
3. Proof of last residential address – phone, electricity or gas accounts
4. Supporting proof of income for payment of rental
5. Copies of previous rental receipts
6. Copies of previous lease agreement
7. Applications will only be processed on a fully completed and signed tenancy application form
8. Applications for overseas residents require copy of Visa

On approval of application all monies **MUST** be paid in full via BANK CHEQUE, CREDIT CARD*, MONEY ORDER OR BANK TRANSFER. Please note that we do not accept bond transfers.

Should an application fail to provide the above details, the application may not be processed. If you have all of the above, your application can be processed within 48 hours (provided the owner of the property is contactable).

Our office reserves the right to allow for any changes or additions to the above.

* Credit card conditions apply

Hope Island Resort Realty

Shop 3, 331 Hope Island Road, Hope Island Qld 4212 or PO Box 318, Sanctuary Cover Qld 4212
T: 07 5514 2300 F: 07 5514 2399 E: rentals@hrr.com.au Website: www.hrr.com.au



Application for Tenancy

(To be completed by all adult applicants and unaccompanied minors)

PREMISES DETAILS

Address:.....
Lease commencement date:...../...../.....
Lease term:.....**weeks / fortnights / months / years**
Rent:.....**per week / fortnight / month** Bond/Holding Deposit.....

APPLICANTS DETAILS

Name:..... Date of Birth/...../.....
Phone (H)..... Phone (W)..... Mobile.....
Drivers License / 18+ Card No.....
Passport No.....
Health Care Card No..... Pension Card No.....
Health Care Card Expiry..... Pension Card Expiry.....
Email

APPLICANTS HISTORY

Current Address.....
Period of Occupancy..... Situation **renting / owned / other**
Other Situation..... Landlord/Agent details.....
Phone No.....
Rent..... Bond..... Payment Period **weekly / fortnightly / monthly**
Reason for Leaving.....

Previous Address.....
Period of Occupancy..... Situation **renting / owned / other**
Other Situation..... Landlord/Agent details.....
Phone No.....
Rent..... Bond..... Payment Period **weekly / fortnightly / monthly**
Reason for Leaving.....

Previous Address.....
Period of Occupancy..... Situation **renting / owned / other**
Other Situation..... Landlord/Agent details.....
Phone No.....
Rent..... Bond..... Payment Period **weekly / fortnightly / monthly**
Reason for Leaving.....

Are you smoker? **Yes / No**
Have you ever been evicted from a premises? **Yes / No**
Are you currently in debt to any landlord or agent? **Yes / No**

APPLICANTS EMPLOYMENT (note if either occupation is self-employment please provide a statement of income from your account or tax returns)

Current Occupation.....
Employment Type..... Duration..... Weekly Income.....
Employer/Business Name/Centrelink Details.....
Address..... Contact..... Phone.....

Previous Occupation.....
Employment Type..... Duration..... Weekly Income.....
Employer/Business Name/Centrelink Details.....
Address..... Contact..... Phone.....

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Student at.....
Course Name.....Duration.....

OCCUPANTS

Number of Adults.....Number of Dependents.....
Full name/s of adult/s & unaccompanied minor/s to reside on the premises and age/s
1.....Age.....
2.....Age.....
3.....Age.....
4.....Age.....
5.....Age.....

REFEREE (All references should not be related to you)

Business Referee 1.....Phone.....Relationship.....
Business Referee 2.....Phone.....Relationship.....
Personal Referee 1.....Phone.....Relationship.....
Personal Referee 2.....Phone.....Relationship.....

EMERGENCY CONTACT (Note this information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding)

Next of Kin:.....
Phone (H).....Phone (W).....Mobile.....
Address.....

Other.....
Phone (H).....Phone (W).....Mobile.....
Address.....

PETS

Type/Breed.....Number.....
Type/Breed.....Number.....

USE OF PREMISES

Will the premises be used for business purposes? **Yes / No**
What Type

CARS (this includes all registered vehicles, including boats, trailers, jet ski, motor bikes etc)

Make.....Mode.....Rego.....
Make.....Mode.....Rego.....

TERMS OF APPLICATION

The applicant declares that all the above details are true and correct, that the Agent is authorized to cross reference relevant detail against the listed references and check through any reference check organizations that the agent be affiliated with, not to be bankrupt or insolvent.

Upon approval of this application 2 weeks rent is payable on acceptance. This money is non-refundable.

Applicants Signature.....**Date**...../...../.....

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SUPPORTING DOCUMENTS

Identification:

You are required to meet a 100 point identification criterion upon submission of your application. The agent/ lessor may photocopy any item and retain as part of your application. Please tick the identifying documents you have provided with your application

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- | | |
|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Citizenship Certificate |
| <input type="checkbox"/> Full Birth Certificate | |

40 Points

- | | |
|--|--|
| <input type="checkbox"/> Australian Drivers Licence | <input type="checkbox"/> Centrelink card |
| <input type="checkbox"/> Student Photo ID | <input type="checkbox"/> Proof of age card |
| <input type="checkbox"/> Department of Veterans Affairs card | <input type="checkbox"/> State/ Federal Government Photo I |

25 Points

- | | |
|--|---|
| <input type="checkbox"/> Medicare card | <input type="checkbox"/> Bank statement |
| <input type="checkbox"/> Telephone Bill | <input type="checkbox"/> Rent bond receipt |
| <input type="checkbox"/> Tenancy History Ledger | <input type="checkbox"/> Motor vehicle registration |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Gas bill |
| <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Electricity bill | <input type="checkbox"/> Previous tenancy agreement |

Proof of Income:

You are also required to supply the agents/ lessor with proof of your income upon submission of you application.

- | | |
|-----------------------|---|
| Employed: | Last TWO pay slips |
| Self Employed: | Bank Statements, Group Certificate, Tax Return or Accountant's Letter |
| Not Employed: | Centrelink Statement |

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 reason that would affect my ability to pay rent | TRUE / FALSE |
| 3. was refunded the rental bond for my last address in full (if applicable)
If false, please advise what deductions were made from your bond? | TRUE / FALSE |
| | |
| 4. have no outstanding debt to another agent/ lessor?
If false, why are you in debt to your past agent/ lessor? | TRUE / FALSE |
| | |

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ACKNOWLEDGMENT

Please acknowledge the following by ticking the box
I, the applicant,

- 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.
- 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.
 - for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.
 - 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.
- acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.
- 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, contactors, other real estate agents, sales people and tenancy default databases.
- acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application.
- acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.
- acknowledge that I have signed the agency's Privacy Notice and Consent.
- 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.
- consent to the use of email and facsimile in accordance with the previous set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999(Cth);
- declare that the above information is true & correct and that I have supplied it of my own free will.

Name of Applicant.....

Signature.....Date...../...../.....

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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 Hope Island Resort Realty and independent contractors of Hope Island Resort Realty 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 Hope Island Resort Realty. 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 Hope Island Resort Realty, may be unable to provide the products or services I have requested.

Signed: _____ Date: _____

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

Privacy

Hope Island Resort Realty ABN: 84 148 088 457 trading as Hope Island Resort Realty is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APP's). This document sets out Hope Island Resort Realty condensed Privacy Notice. Hope Island Resort Realty also has a full Privacy Policy, which contains information about how you can complain about any breach by Hope Island Resort Realty of the APP's or an applicable APP Code. A full copy of our Privacy Policy is on our website: www.hirr.com.au.

Information Collection, Use and Disclosure

During the course of your involvement with Hope Island Resort Realty, 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;
- Client and business relationship management;
- Marketing or 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;
- Insert any other types of personal information your business routinely collects.

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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, procedure and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part of 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;
- Insert any other persons or organisations to which your business routinely discloses personal information;

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 publicity 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 if you know which countries information is likely to be sent to, insert the following words: "including but not limited to Country A, Country B,

Country C". If you do not anticipate sending information overseas at this point, leave blank. 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 Hope Island Resort Realty 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 Hope Island Resort Realty 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:

Hope Island Resort Realty
PO Box 318
SANCTUARY COVE QLD 4212
Tel: (07) 5514 2300
Fax: (07) 5514 2399
Email: realty@hirr.com.au

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PUBLIC ENQUIRY DEPARTMENT

P.O. BOX
CONCORD NSW 2137
TEL: 190 22 0346
Calls charged at \$ 5.45 per minute, higher from mobile and pay phones
ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, 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 can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

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 / Owners 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 and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

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, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

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 Australian Privacy Principles in the Privacy Act 1988. 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 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA 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 a 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.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

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Ph: 1300 850 360
 Fax: 1300 661 160
 www.onthefmove.com.au

Free utility connection service

Let On The Move reduce your stress and save you time by
 arranging to connect all of your services on your moving day.



FREE service



One Stop Shop



No obligation



Quality suppliers

o Yes, please call me to arrange the following services FREE of charge

- Electricity
- Gas
- Telephone
- Internet

- Pay TV
- Please tick if an interpreter is required

Is the power on? **Yes or No** Meter no: _____ (if available)

For visual inspections when power is off, please choose preferred times:

8am – 1pm or 1pm-6pm

I will be in attendance? Or I will leave the key in the letterbox?

Name: _____ Date of Birth: _____

Address of property to connect: _____

Contact phone no.: _____ Connection Date: _____

Drivers Licence or Passport No.: _____ Expiry Date: _____

Applicant's Signature: _____ Date: _____

Property Manager Sales Admin's Name: _____ Date: _____

Terms and conditions:

By ticking the boxes above, you are consenting to allow On The Move to contact you to arrange your service connection. On The Move may need to disclose personal information about you to utility providers to arrange your service. On The Move and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. On The Move and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless advised otherwise. Standard connection fees and bonds may apply. Please contact On The Move if you have not had a response within 24 hours.

Please fax to 1300 664 160

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