



SUNSHINE COAST PROPERTY GROUP

PO Box 1523
Mooloolaba QLD 4557
Telephone: 5477 0077
Mobile: 0499 66 88 33
Email: rentals@scpg.com.au
Web: www.scpg.com.au

APPLICATION FOR RESIDENTIAL TENANCY

Pages 1-4 of this application **must be completed in full and signed** or your application will **not** be processed.

100 points of Identification must also accompany this form (see Tenant Application Information Form)

PLEASE **DO NOT** COMPLETE THE LAST PAGE OF THIS APPLICATION – REQUEST FOR RENTAL REFERENCE as this is forwarded to your previous rental manager.

RENTAL PROPERTY: _____

Rent: \$ _____ (per week) _____ (per month) Bond: \$ _____

Tenancy to Commence: ____/____/____ Lease term: _____

Please note: Bond payable is equivalent to 4 weeks rent and if the rent is over \$700 p/w please discuss with property manager the amount payable.

PERSONAL DETAILS

Name	D.O.B.		/	/
Are you known by another name				
Contact No. Home	Work	Mobile		
Email Address	Fax No			
Number of people to reside in property: _____				
Full name of all persons other than applicant wishing to occupy the premises: _____ _____				
(PLEASE NOTE: EACH APPLICANT WILL HAVE TO COMPLETE A SEPARATE APPLICATION FORM)				
Full names and age of dependants (i.e children or persons NOT listed on the lease) _____ _____				
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No Number _____ Breed _____				
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No				
Car Registration _____ Driver's Licence No. _____ Licensed State _____				
No. of cars to be kept at property _____				
Will a any of the following be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike				
Are all cars etc registered <input type="checkbox"/> Yes <input type="checkbox"/> No				
Passport No.	18+ Card No.	Other ID		
Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No				
If the property has a pool – Have you cared for a pool previous <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
Do you have contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No				



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CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent (including sale)			
Address	Phone		
Period of occupancy / / to / /	Reason for leaving		
If renting do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent (including sale)			
Address	Phone		
Period of occupancy / / to / /	Reason for leaving		
If renting was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

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	Wage \$		
(Name of Business)			
Address	Phone		
How long established	ABN No.		
Accountant Name	Phone		
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$		



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PERSONAL REFERENCES – Does not include relatives (This must be completed in full)

1. Name	Address
Phone	Relationship
2. Name	Address
Phone	Relationship
3. Name	Address
Phone	Relationship

Next of kin or other person to contact in case of an emergency

Name _____ Relationship _____

Address _____ Phone _____

QUESTIONS:

Have you viewed the property which you are applying for? Yes No

(If the property has not been viewed a "Request To Sign Tenancy Agreement For Unseen Property" must be completed.)

I, the applicant, accept the property in its present condition Yes No

(A detailed Entry Condition Report will be completed prior to you taking possession)

If no, give details _____

Have you applied for other rental properties at this time? Yes No

Have you ever been evicted or are you in debt to another Lessor or Agent? Yes No

If yes, give details: _____

How did you find out about the rental property?

To Let Sign Rental List Telephone

Internet (websites) _____ Other _____

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office on 07 5477 0077.

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the national privacy principles. We collect personal information about you in this form to assess your application for tenancy. We may need to collect information about you from your previous lessors or letting agents, your employer and referees. We will also check if details of tenancy defaults by you are held on a tenancy database. Your consent for us to collect the information is set out below in the privacy consent section.

COLLECTION NOTICE

The personal information you provide in this application or from other sources is necessary for **Sunshine Coast Property Group** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the lessor, referees, other agents and third party operators of tenancy databases. Information already held on tenancy databases may also be disclosed to our agency and/or the lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the lessor, third party operators of tenancy databases and/or other agents.

You have the right to access personal information that we hold about you by contacting our Principal. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application we will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Sunshine Coast Property Group**. I authorise **Sunshine Coast Property Group** to collect information about me from:

- My previous letting agents and/or lessors;
- My personal referees, employers and all other references on this application;
- Tenancy databases to which **Sunshine Coast Property Group** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise **Sunshine Coast Property Group** to refer my name & contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary agents), valuers, the lessor, other agents, database operators, other property managers, body corporate, insurance companies, financial services, if required in the future, and to authorities as required by law.

MARKETING CONSENT

I understand that the agency may need to contact me about property related information e.g. properties for rent or for sale or other services which may interest me. I agree **Sunshine Coast Property Group** to use the contact details provided above to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other - _____

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the tenancy by electronic communication methods such as email and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant/s Name: _____

Applicant/s Signature: _____ **Date:** _____

Please return this application and all supporting documentation at your earliest convenience.



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TENANT APPLICATION INFORMATION

APPLICATIONS WILL NOT be processed unless all information is supplied, each applicant must complete a separate application

PHOTO IDENTIFICATION - You *must* submit with your application a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS - You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100-POINT IDENTIFICATION CHECK - Please speak with the Property Manager should you be unable to meet the 100-point check criteria

30 points	Previous Rent Ledgers	20 points	References from previous Agent/Lessor
30 points	Passport	20 points	Current Motor Vehicle Rego Papers
30 points	Driver's Licence	10 points	Copy of Telstra/Energex/Gas Account
20 points	Birth Certificate	10 points	Centrelink Letter
20 points	Bank Statement	10 points	Other Identification

- ✓
- Photo Identification (18+ Card, Driver's Licence, University or TAFE Card, Passport)
 - Other Identification (Medicare card, bank card, pensioner card)
 - Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
 - Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
 - Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)
 - Written References (Personal, Rental and Employment)

PROCESSING AN APPLICATION - In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer. Please be aware that it is our office policy not to give any reason for non- acceptance, if your application is not approved.

TENANT DATABASE CHECKS - Our office is a member of Tica (The Tenant Information Centre of Australia), which is a National Tenant Database Agency. When processing your application form, our office will conduct the necessary tenant checks with this company.

SECURING THE PROPERTY – PAYMENT OF FIRST TWO WEEK'S RENT

Once the application has been approved you will be required to pay a minimum of two week's rent to secure the property. Please note that this must be paid in cleared funds (cash or bank cheque). Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money has been received.

PAYMENT OF RENT AND BOND - Prior to taking possession of the property, we require two weeks' rent and four weeks' bond. If your weekly rent is more than \$700.00 per week, the bond requirement may vary. **This office does not except full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

BOND LODGEMENT - It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to three weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

SIGNING OF THE TENANCY AGREEMENT - All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

COLLECTION OF KEYS - You will need to collect the keys, finalise payment of monies and sign all documents during our business hours ONLY.

SMOKING - It is our company policy that **no** smoking is permitted inside the property due to health and safety and fire risks.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION - It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

CONDITION REPORTS - When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Condition Report to our office within 3 working days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.



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Request for Rental Reference

Previous Agency: _____ Fax: _____

Applicant/Tenant Name: _____

Property Address: _____

Was the applicant listed as leaseholder or approved applicant? Yes / No

Weekly rent amount: \$ _____

Period rented: From _____ to _____

Was the tenant in arrears more than 7 days? Yes / No

Number of NTRB's/ NTL's issued? _____

Were any NTRB's issued for any other reasons? _____

Condition of property at Routine Inspections?

Excellent Good Fair Poor

Were pets kept at the property? Yes / No

Type of Pet? _____

Any damage caused by the pet? Yes / No

Are the tenants breaking their lease? Yes / No

Reason & date? _____

If lease break, were all monies paid in full? Yes / No

Did your office terminate the tenancy? Yes / No

Reason? _____

Was the property left in a clean condition upon vacate? Yes / No

Did the tenants receive a full Bond Refund? Yes / No

If No, Reason? _____

Would you rent to this tenant again? Yes / No

**** Please enclose a copy of the Tenants rental ledger****

Comments:

PM Name: _____ PM Signature: _____

Please return to our office urgently with a copy of the tenancy ledger via email to rentals@scpg.com.au. Thank you for your assistance!