

TENANCY APPLICATION



**16B Robina Super Centre,
86 Robina Town Centre Drive
Robina, 4226
Phone 07 5593 0877
Fax 07 5562 1471**

Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

- One Application is to be completed per person.
- **Applicants are to supply their own photocopies of documentation required.** Any photo copying done at our office will be charged **.50cents per page.** This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Current Wage Advice	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Gas Account	10

TOTAL POINTS

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- **Our Agency staff will contact you within 24-48 business hours. If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 2 weeks rent PLUS BOND, be paid by money order or bank cheque within 24 hours of acceptance.**

APPLICATION CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Completed the Pet Application & Agreement form if applicable
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of nominated Applicant to contact in relation to application status	Name	Phone	

PROPERTY ADDRESS				
How did you find out about this Property	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	
	<input type="checkbox"/> Other _____			
Applicant's Full Name and Address	Name _____			
	Address _____			
Personal Details	Date of Birth / /	Place of Birth _____		
	Drivers Licence No.	Expiry Date _____		
	Passport No.	Expiry Date _____		
Applicant's Contact Details	☎ Home	☎ Business		
	☎ Mobile	Email _____		
Current Rental Details	Rent per week \$	Period of occupancy	Months Years	
	Agent/Landlord	☎ Home		
	Fax	☎ Business _____		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes	<input type="checkbox"/> No Why _____
Previous Address	Address _____			
	Rent per week \$	Period of occupancy	Months Years	
	Agent/Landlord	☎ Home		
	Fax	☎ Business _____		
Employment	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual	
			<input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position		Supervisor's Name _____	
	Length of Employment	Years	Fax _____	
		Months	☎ Business _____	
	Total Annual Income (as declared to Australian Taxation Office)		\$ _____	
	Currently I am paid on the _____ of each week / fortnight / month (circle relevant)			
If Self Employed	Company Name		Trading As _____	
	Address _____			
	ABN	Industry/ Nature of Business _____		
	How long have you been self-employed?		Years	Months
	Total Annual Income (as declared to Australian Taxation Office)		\$ _____	
	Accountant	☎ Business _____		
	Creditor	☎ Business _____		
Creditor	☎ Business _____			
If a Student or Not Currently Employed	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____		Duration _____	
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other			
Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No – copies of Passport and Visa attached	Visa Expiry	/ / /	

Vehicle Information	Total number of vehicles to be kept at the premises		
	Registration No State	Model	Owned / Hire Purchase
	Registration No State	Model	Owned / Hire Purchase
Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property	Name	Address	Age
Pets	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Name of breed	Size of pet	
Emergency Contact Details of Closest Relatives who will not be Residing with You	Name	Name	
	Relationship	Relationship	
	Address	Address	
	☎ Home	☎ Home	
	☎ Work	☎ Work	
	☎ Mobile	☎ Mobile	
Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.	Name	Occupation	☎ Business Hours Contact
UTILITIES CONNECTION – Please select the utilities you require			



Preferred Connection Date: ____/____/____

Are you interested in Tick

Electricity - AGL

Tick to connect

Pay TV?

Gas - AGL

Tick to connect

Broadband?

Phone - TELSTRA

Tick to connect

Wireless?

A FREE SERVICE WITH NO LOCK-IN CONTRACTS!
Robina Reality has partnered with Fast Connect to ensure all your utilities are connected on time, with the most reputable companies on the market. There is no lock in contracts, and you are free to change providers at your discretion. See page 5 for full disclosure.

I confirm the following:

- | | | |
|--|--|---------------------|
| 1. Have you ever been evicted by any Lessor or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | Detail _____ |
| 2. Have you been refused another Property by a Lessor or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 3. Are you in debt to another Lessor or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 5. Was your rental bond at your last address refunded in full? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |

I confirm the following:

During my inspection of the Property on ____/____/____ I found it to be in a satisfactory condition Yes No

If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

Declaration

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt. I acknowledge that I have been given a copy of the 18a.

I have inspected the premises and apply for tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____/____/____.

I understand that if this Application is approved by the Lessor:

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 2 weeks rent **PLUS BOND**
- Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR MONEY ORDER**.
- Payment options once tenancy commences are: B-pay No set up cost and \$1.25 per transaction, Ezi direct debit \$1.65 set up cost and \$.99 per transaction, Rental Rewards Credit Card payments \$1.51 set up cost and 1.76% per transaction or Rental Rewards Direct Debit \$1.51 set up cost and \$1.50 per transaction. Please be advised that these fees are subject to change at any time.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is specified on rent list	4 x \$	= \$	Full bond must be paid within 24 hours of Application approval.

TOTAL PRE-MOVING IN COST

\$

Must be paid BEFORE lease commences

APPLICANT'S SIGNATURE		Date	
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FAST CONNECT DISCLOSURE DOCUMENT

Plan Name:	AGL Dual Fuel Freedom Energy Plan	Marketer:	Fast Connect Pty Ltd ABN: 49 086 878 631
Retailer:	AGL Sales Pty Ltd.	Marketer Address:	Level 1, 10 Nash St, Perth, WA, 6000
Retailer Address:	Level 22, 120 Spencer St, Melbourne, Vic, 3000	Marketer Phone:	1300 661 464
Retailer Phone:	131 245	Marketer Fees:	Fast Connect receive a fee from AGL when a customer enters into this energy plan

PLEASE INITIAL YOUR AGREEMENT/ACCEPTANCE TO EACH QUESTION:

1. Do you agree that when you accept this plan, you have a 10 business day cooling off period? This period commences from your acceptance of the plan, today. _____
2. Do you agree that if you wish to cancel this plan after the cooling off period you need to give AGL at least 28 days written notice or if you are moving 3 business days notice? _____
3. Do you agree that AGL can change rates associated with this plan at any time with prior notice? _____
4. Do you accept the terms and conditions of this offer for AGL to be your Electricity and/or Gas retailer? _____

NAME: _____ SIGNATURE: _____ DATE: _____

FAST CONNECT TERMS and CONDITIONS

Fast Connect & the real estate agency may receive a commission for providing this service.

Fast Connect provide an application lodgement service only. The Applicant(s) is/are solely responsible for all fees, charges and tariff payments in respect to connections, account establishments, bonds and usage to all services providers. Fast Connect have no responsibility for the performance of the service providers in regard to connections, charges or supply, including delays and discontinuity of supply. The Applicant(s) acknowledge(s) that the service provider will supply under their standard conditions of supply as amended from time to time. Charges may include a security bond, connection fee, account establishment fee, usage charges, callout and installation fees and other charges as applicable from time to time. It is the responsibility of the Applicant(s) to obtain and be familiar with all service provider conditions of supply before entering into a supply contract. Fast Connect make no warranty as to the cost competitiveness or suitability of any service provider services for the Applicant(s) use. In the event connections to service providers are cancelled the Applicant(s) remain(s) responsible for all payments to service providers incurred between connection and cancellation. The Applicant(s) acknowledges that Fast Connect and /or the distributor of this form i.e. Real Estate Agent, Conveyancer or the Defence Housing Authority (DHA) may receive a fee from the nominated service providers for arranging connections. "Fast Connect hereby limits the amount of its liability in the case where the goods or services are not of a kind ordinarily acquired for personal, domestic or household use, at Fast Connect's option, to: (a) in the case of goods, any one or more of the following: (i) the replacement of the goods or the supply of equivalent goods; (ii) the repair of the goods; (iii) the payment of the cost of replacing the goods or of acquiring equivalent goods; (iv) the payment of the cost of having the goods repaired; or (b) in the case of services: (i) the supplying of the services again; or (ii) the payment of the cost of having the services supplied again. Subject to the above, under no circumstances will Fast Connect be liable for any economic or non-economic loss or damage to persons or property of any nature as a result, whether direct or indirect, of any defect, deficiency or discrepancy in goods, materials or services supplied by Fast Connect or any delay in delivery of the goods, materials or services. It is the Applicant(s)' sole responsibility to ensure that the goods, materials or services supplied are sufficient and suitable for the purposes of the Applicant(s)."The Applicant(s) specifically authorise(s) Fast Connect to pass on all details provided by the customer normally required by the service provider for the purpose of arranging supply. Where Fast Connect arrange a telephone connection(s) the Applicant(s) specifically authorise(s) Fast Connect to advise the nominated service provider(s) and distributor of this form of the connected service number(s) except where a silent listing is arranged. The Applicant(s) hereby agree(s) to all providers arranged by Fast Connect on the Applicant(s)' behalf conducting a credit check to assess the Applicant(s)' credit worthiness.

FAST CONNECT PRIVACY POLICY

To provide application lodgement services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Fast Connect (us/we), however this may prevent us providing part or all of our services to you. In collecting, storing and dealing with information about you Fast Connect comply with all current state and federal privacy legislation. Compliance is based on the following principles: Information is requested from yourself or your authorised representative for the purpose of lodging applications on your behalf for services/supply with service providers nominated by you. All information collected is necessary to provide services/supply by Fast Connect and nominated providers. Information is not used by Fast Connect for any other purpose. Information is disclosed only to those providers nominated by you and to third party distributors where the Fast Connect service was introduced to you by a third party distributor. Such distributors include the managing agent of your rental property, associated real estate or relocation agent, conveyancer or housing authority/assistance organisation. Information is not passed to any other third party(s). Information collected from you is assumed to be accurate when it is provided by you. No information collected is of a nature that will unreasonably intrude on your personal affairs. All records about you are stored via electronic medium. This includes computer database records and electronic images of forms. All recorded paper information is securely destroyed once transformed to electronic media. Access to temporary paper information and more permanent electronic records is restricted to staff necessary to process your applications and supervising management all of whom are trained to and undertake to adhere to this privacy policy. Electronic database records are password protected and transmitted to authorised third parties via e-mail. You are entitled to view the information kept about you by requesting Fast Connect forward you a copy of all records kept about you. Such requests should be made in writing to : Privacy Manager, Fast Connect, PO Box 8801, Perth BC WA 6849

