



RESIDENTIAL TENANCY APPLICATION FORM

Address: Shop 3, 16-20 Main Western Road, Tambourine Mountain
Phone: 07 5543 8525
Fax: 07 5543 8526
Email: tamborine@harcourts.com.au

Acceptance of this tenancy application will not be acknowledged until all pages are completed, signed and we have received all necessary documents.

Licensed Estate Agents * Auctioneers * Property Managers



What to Submit With Your Application

With the submission of your application you are to provide at least 100 points of identification from the following;

70 Points –

- Birth Certificate
- Passport
- Citizenship Certificate

40 Points –

- Australian Drivers License
- Student Identification card

25 Points –

- Credit Card
- Medicare Card
- EFTPOS Card
- Proof of Age Card

We will also require from you 2 weeks consecutive payslips if you are currently employed, a Centrelink Statement if you are currently unemployed or, if you are self employed the previous Financial Year Tax Return or a letter from your accountant.

Personal Details

Surname: _____

Given Names: _____

Date of Birth: _____

Licence Number: _____

State Issued: _____

Additional Applicant/s Name: (Over 18 Years)

Additional Occupants Name & Age: (Under 18 Years)

Vehicle Details

Make & Model: _____

Registration Number: _____

Contact Details

Home: _____

Mobile: _____

Work: _____

Email: _____

Property Details

Property Address: _____

Have you viewed the property? YES/NO

Lease Term: 12mths/6mths/Other: _____

Commencement Date: ____ / ____ / ____

Rent: \$ _____ Per Week

Bond: \$ _____

Employment Details

Occupation: _____

Current Employer: _____

If self-employed, please provide Accountant details;

Accountant Name: _____

Accountant Contact: _____

Length of Employment: _____

Net Income: \$ _____ Per Week/Per Month

Manager Name: _____

Manager Contact Number: _____

Previous Occupation: _____

Previous Employer: _____

Length of Employment: _____

Net Income: \$ _____ Per Week/Per Month

Manager Name: _____

Manager Contact Number: _____

Current Rental History

Current Address: _____

Rent: \$ _____ Per Week

Length of time at current address: _____

Agent: _____

Agent Contact Number: _____

Reason for leaving:

Will you receive a full bond refund? YES/NO

If No, please explain reason;

Previous Rental History

Previous Address: _____

Rent: \$ _____ Per Week

Length of time at address: _____

Agent: _____

Agent Contact Number: _____

Reason for leaving: _____

Did you receive a full bond refund? YES/NO

If No, please explain reason;

Pets

Will there be any pets residing at the property?

YES/NO

Type of Animal: _____

Name: _____

Age: _____

Type of Animal: _____

Name: _____

Age: _____

Emergency Contacts

Not Husband, Wife or De Facto

Name: _____

Relationship: _____

Contact Number: _____

Name: _____

Relationship: _____

Contact Number: _____

References:

Professional Reference 1

Name: _____

Relationship: _____

Phone: _____

Professional Reference 2

Name: _____

Relationship: _____

Phone: _____

Personal Reference 1

Name: _____

Relationship: _____

Phone: _____

Personal Reference 2

Name: _____

Relationship: _____

Phone: _____

Harcourts Connect

Connecting Your Utilities Has Never Been Easier!

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you at **NO COST** with the one simple phone call.

A Harcourts representative will contact you within one working day of receiving an application. If we are unable to contact you, we can be contacted on 1300 554 323 to ensure connection can be completed by your requested date.

- Yes, please connect my utilities
 No, thank you I will arrange this myself

Tenancy Privacy Statement

Please print your name, the date and your signature at the bottom of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Harcourts Scenic collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 07 5543 8525

Email: tamborine@harcourts.com.au

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following: The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance on the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the in the form of a bank transfer no less than 3 days prior to key collection to Harcourts Scenic Trust Account
4. Initial rental payments must be paid via bank transfer to Harcourts Scenic.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that they have viewed the property and accepts the property in its current condition.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will need to be notified within 48 hours as we will not hold over your application beyond that time period.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. Upon approval we will require 2 weeks rent to be paid via bank transfer to the Harcourts Scenic Trust Account within 48 hours. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Harcourts Scenic that all rental payments are made via, direct debit or bank transfer.

Signed by the Applicant:

Print Name: _____

Date: _____

Signature: _____