

To ensure a quick and efficient turnaround on your application please ensure the application is signed and completed with all supporting documents. **Your application CANNOT be accepted unless ALL documents are provided.** Please email the application to: renthere@localagent.net.au; Alternatively you can drop off the application at: 91 Bulcock Street, Caloundra.

Identification

☐

Provide at least ONE (1) form of photo identification:

- Proof of age card
- Driver's licence
- Passport

☐

Provide at least ONE (1) form of other identification:

- Birth Certificate
- Medicare card
- Health care card
- Pension card

☐

Provide at least TWO (2) documents showing your name and address, for example:

☐

- Motor Vehicle Registration
- Water or rates account
- Bank Statement
- Electricity or gas account
- Telephone account

Proof of income

☐

Provide ONE (1) of the following:

- If employed, copies of your last 3 payslips
- If applicable, copies of your Centrelink statement and or Child support statement
- If self-employed, a copy of your most recent tax return and business account statement

Proof of current residency

☐

Provide ONE (1) of the following:

If you are currently renting:

- A copy of your tenancy agreement (lease)
- If this is a private arrangement (does not include an agent) provide names, phone numbers and email address for the owner

☐

If you are living in your own home:

- Provide a copy of a recent water account or rates notice
- If your house is being sold, provide the name and telephone number of the selling agent

PLEASE NOTE: Our office reserves the right to allow for any changes or additions to the above. Should any applicant fail to provide the above details, the application will not be processed. If approved for the property, you will be required to sign the lease and pay the first weeks rent within 24 hours of acceptance.

Office use only

Application is complete

☐ All ID & documents attached as per above list

☐

Signed on page 3

Staff initial: _____



Tenancy application form

Thank you for choosing Local Agent. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide payment for the bond and first two weeks' rent.
5. When this form has been completed, please return by email, fax or to our agency.

Rental property:

property address

Tenancy requirements:

length of tenancy (months)	rent \$ (per week)	commencement date
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Occupancy details:

no. of occupants who will live in this property	no. & ages of children (if any)	no. & type of pets
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Applicant details:

name	email	
address		
home phone	work phone	mobile phone

Personal details:

date of birth	driver licence number & expiry date	driver licence stat of issue
passport number	country of issue & expiry date	vehicle rego

Current rental details:

current rent \$ (per week)	how long have you lived there? (months)	reason for leaving
agent / landlord	work phone / fax	

Previous rental details:

previous property address		
previous rent \$ (per week)	how long have you lived there? (months)	reason for leaving
agent / landlord	work phone / fax	

No rental history (home owner):

property address	
selling or managing agent	contact details

Emergency contact details (not residing at premises):

name	relationship	contact phone
address		

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91 Bulcock St (PO Box 486)
Caloundra QLD 4551
t: 07 5491 3555 f: 07 5491 8188
e: info@localagent.net.au

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Current employment:

current employer (company)			* if self-employed provide accountant details
contact name / payroll	contacts work phone	your position	
length of employment	net income \$ (per week)	full time, part time or casual?	

Previous employment:

* please authorise manager / payroll as we will make contact to verify employment details

previous employer (company)			* if self-employed provide accountant details
contact name / payroll	contacts work phone	your position	
length of employment	net income \$ (per week)	full time, part time or casual?	

* please authorise manager / payroll as we will make contact to verify employment details

Personal / business references (not relatives):

name	relationship	work phone
address		
name	relationship	work phone
address		

Do you have any other applications pending on other properties?

☐ yes☐ no

Have you ever been refused a property by any landlord or property manager?

☐ yes☐ no**How did you find out about this property:**
☐ Internet (please specify)
☐ signboard
☐ local newspaper

☐ Internet (please specify)
☐ rental sheet
☐ other: _____

☐ realestate.com.au
☐ referred
Confirmation:**I confirm the following:**

- During my inspection of this property I found it to be in a reasonably clean condition ☐ yes ☐ no
- If 'No' I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlords approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.

4. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

5. I have viewed this property and accept the property in its current condition.

Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I wish to apply for tenancy of the premises for a period of months, at a rental of \$ per week.

I undertake to pay the monies detailed below made payable to Local Agent upon signing the Residential Tenancy Agreement.

Statement of Costs:\$ **Rental Bond:**\$ **First Two Weeks Rent:**\$ **TOTAL:**

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Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

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I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

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:

- (a) The Lessor / Owners for approval or rejection of your application.
- (b) 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 application.
- (c) Referees to validate information supplied in your application
- (d) Other Real Estate Agents to assess the risk to our clients.

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

- (a) Tradespeople to contact you for repairs and maintenance of the property.
- (b) Tribunals or Courts having jurisdiction seeking orders or remedies.
- (c) Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- (d) TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- (e) Lessors / Owners insurer in the event of an insurance claim.
- (f) Future rental references to other asset managers / owners.
- (g) Government agencies.

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

Applicant Name (printed):	Applicant Signature:	Date:
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THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED FROM EACH APPLICANT

Identification (at least 100 points must be provided INCLUSIVE of photographic ID as below)

- | | |
|--------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Current drivers licence (30 points) | <input type="checkbox"/> Motor vehicle registration certificate (10 points) |
| <input type="checkbox"/> Birth certificate (30 points) | <input type="checkbox"/> Credit card statement (10 points) |
| <input type="checkbox"/> Proof of age card (30 points) | <input type="checkbox"/> Telephone account statement (10 points) |
| <input type="checkbox"/> Passport (30 points) | <input type="checkbox"/> Gas account statement (10 points) |
| <input type="checkbox"/> Bank statement (20 points) | <input type="checkbox"/> Electricity account statement (10 points) |
| <input type="checkbox"/> Current rental ledger (20 points) | <input type="checkbox"/> Medicare card or Health Care Card (10 points) |

Please also attach the following documents:

- ☐ **Proof of rental history:** Last four rental receipts OR Printout of rental ledger
- ☐ **Proof of current address:** Utility statements (no greater than six months old) OR Council rates notice
- ☐ **Proof of income:** 3 previous pay slips OR Bank statement
- ☐ If self-employed - tax returns, business registration and accountant details

Should you not be able to meet the 100 check points, please phone our property management team.

OFFICE USE ONLY

date application received	application complete for processing
YES / Resubmit/	
TICA Checked	YES / NO Notes:
Rental references checked	YES / NO Notes:
Employment verified	YES / NO Notes:
Submitted to landlord	YES / NO <input type="checkbox"/> Approved <input type="checkbox"/> Declined
If APPROVED, noted conditions	
If DECLINED, applicant advised	
YES / NO	

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Free utility connection service



- ✓ **On The Move** is FREE – Save Time & Energy
- ✓ **We're CONVENIENT.** Why spend hours on the phone waiting in endless call queues?
- ✓ **We make it EASY.** In a single 10 minute call you get electricity, gas, phone and more.
- ✓ **We get you CONNECTED.** We make sure you are connected on time and as planned.
- ✓ **Focus on moving into your new home. Don't move in the dark!**

• Free Service • One Stop Shop • Quality Suppliers • No obligation

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

☐ **YES!!** Please call me to arrange the following services **free** of charge.

☐ **ELECTRICITY** ☐ **GAS** ☐ **PHONE** ☐ **INTERNET** ☐ **PAY TV**

N.B. To ensure your electricity connection occurs, the electricity Mains Switch must be in the "OFF" position

Name

Date of birth

Contact Number

Drivers Licence or Passport number

Expiry date

Property address to connect

Suburb

Postcode

Connection date

Applicants Signature

Date

**Once completed
please fax to**

1300 661 160

or email to

sales@onthemove.com.au

Agents Name

Contact Number



Phone: 1300850360

Fax: 1300 661 160

Website: www.onthemove.com.au

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au.

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