

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: [lauren@localagent.net.au](mailto:lauren@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
- Electricity or gas account
- Water or rates account
- Telephone account
- Bank Statement

### 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.**

## 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
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### 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		

**Current employment:**

current employer (company) <span style="float: right; font-size: small;">* if self-employed provide accountant details</span>		
contact name / payroll	contacts work phone	your position
length of employment	net income \$ <span style="float: right;">(per week)</span>	full time, part time or casual?

**Previous employment:**

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

previous employer (company) <span style="float: right; font-size: small;">* if self-employed provide accountant details</span>		
contact name / payroll	contacts work phone	your position
length of employment	net income \$ <span style="float: right;">(per week)</span>	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:**

<input type="checkbox"/> Internet (please specify)	<input type="checkbox"/> Internet (please specify)	<input type="checkbox"/> realestate.com.au
<input type="checkbox"/> signboard	<input type="checkbox"/> rental sheet	<input type="checkbox"/> referred
<input type="checkbox"/> local newspaper	<input type="checkbox"/> other: _____	

**Confirmation:**

**I confirm the following:**

1. During my inspection of this property I found it to be in a reasonably clean condition  yes  no
2. 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 it's 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.

<b>Statement of Costs:</b>	\$ <input style="width: 100%;" type="text"/>
<b>Rental Bond:</b>	\$ <input style="width: 100%;" type="text"/>
<b>First Two Weeks Rent:</b>	\$ <input style="width: 100%;" type="text"/>
<b>TOTAL:</b>	\$ <input style="width: 100%;" type="text"/>



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



**Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants**

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 <b>YES / Resubmit/</b>
TICA Checked <b>YES / NO</b> <b>Notes:</b>	
Rental referances checked <b>YES / NO</b> <b>Notes:</b>	
Employment verified <b>YES / NO</b> <b>Notes:</b>	
Submitted to landlord <b>YES / NO</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Declined</b>	
If APPROVED, noted conditions	
If DECLINED, applicant advised <b>YES / NO</b>	



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MAKES MOVING EASY

Your **FREE** No Obligation Connection Service



Address: 91 Bulcock Street  
Caloundra, QLD 4551  
Phone: 07 5491 3555  
Fax: 07 5491 8188  
Email: info@localagent.net.au

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- Electricity
- Gas
- Phone
- Internet
- Pay TV
- Insurance
- Removalist
- Truck or van hire
- Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

<b>Name of Applicant</b>
<b>Address For Connection</b>
<b>Postcode</b>

**Contact Phone Number**

**Date Of Birth**

**CONNECTION DATE**



***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date