

TENANCY APPLICATION FORM



Please be advised that this application will only be processed once all details have been completed and all copies of supporting documents are attached.

Each Applicant over the age of 18 MUST submit an individual form.

AGENCY INFORMATION

Agency: Think Rentals
Contact: 07 5443 3109
Address: 55 Sugar Road,
Maroochydore Qld 4558

Enquiries email: rentalenquiries@thinkrentals.com.au
Maintenance email: maintenance@thinkrentals.com.au
Office Hours: Monday to Friday 8:30am to 5:00pm
Saturday 9:00am to 12:00pm

PAYMENT METHOD

If your application is accepted, you are required to pay an amount equivalent of six weeks rent; two weeks rent and four weeks bond. We require you to put this money into our account as a Direct Credit, or pay by Money Order or Cash at ANZ. You are then to sign the General Tenancy Agreement within 24 hours of notification of acceptance. For your weekly rental payment methods, once you have commenced your lease, we require you to pay by Direct Debit or Internet Transfer into our account or Cash and Cheque at any CBA.

Direct Deposit Details

Bank	please supply
Account Name	please supply
BSB	please supply
Account Number	please supply
Reference Code*	please supply

**It is essential to use this Reference Code at the time of the transaction to enable our Agency to identify your payment/s. If not used, a Transaction Trace Fee will apply and is payable to you. When you sign your General Tenancy Agreement, details for your future rent payment method will be confirmed.*

INFORMATION ABOUT YOUR APPLICATION AND TENANCY DATABASES

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

What does this mean for you?

As the property managers on behalf of the owner, we are required by law to let you know which databases we use to check your rental history.

Our agency uses the following tenancy databases:

1. National Tenancy Database
2. TICA

What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information?

If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority Website at rta.qld.gov.au or call **1300 366 311**.

PROPERTY DETAILS

Address of Property:

Lease Commencement Date: / / Lease Term: 6 months 12 months Weekly Rent: \$

PERSONAL DETAILS

Given Name: Surname:

Date of Birth: / / Smoker: Yes No Passport No: Passport Country:

Residential Address:

Home Phone: Mobile Phone: Work Phone:

Fax Number: Email:

Car Make: Car Model: Registration: Year:

Drivers Licence Number: State of Drivers Licence: Type: Class:

Are you an Australian Citizen? Yes No

If no, please provide details of VISA or residency status:

.....

OCCUPANTS, DEPENDANTS AND PETS

Number of occupants who will reside at the property:

1. Name: Age: Gender: F M

2. Name: Age: Gender: F M

3. Name: Age: Gender: F M

4. Name: Age: Gender: F M

Number of dependants who will reside at the property:

1. Name: Age: Gender: F M

2. Name: Age: Gender: F M

3. Name: Age: Gender: F M

4. Name: Age: Gender: F M

Number of Pets:

1. Type: Breed: Age: Council Registered: Yes No Desexed: Yes No

2. Type: Breed: Age: Council Registered: Yes No Desexed: Yes No

3. Type: Breed: Age: Council Registered: Yes No Desexed: Yes No

4. Type: Breed: Age: Council Registered: Yes No Desexed: Yes No

NEXT OF KIN (EXCLUDES PROPERTY OCCUPIERS)

Given Name: Surname:

Relationship:

Residential Address:

Home Phone: Mobile Phone: Work Phone:

CURRENT TENANCY DETAILS

Current Address:.....
Length of time at Current Address: Weekly Rent: \$
Lease Commencement Date: / / Lease Term: 6 months 12 months
Reason for Leaving:.....
Name of Landlord / Agency: Phone:.....

PREVIOUS RENTAL HISTORY

Previous Address:.....
Length of time at Address: Weekly Rent: \$ Full Bond Refunded: Yes No
Name of Landlord / Agency: Phone:.....

CURRENT EMPLOYMENT

Occupation: Employer:.....
Employment Address:.....
Contact (Payroll/Manager): Phone: Email:.....
Length of Employment: Weekly Net Income (Income after Tax): \$.....

SELF EMPLOYMENT DETAILS

Company Name: Business Type:.....
Business Address:.....
Position Held: ABN:.....
Accountant: Phone:.....
Weekly Net Income: \$ Further Income: \$ Type:.....

PREVIOUS EMPLOYMENT

Occupation: Employer:.....
Employment Address:.....
Contact (Payroll/Manager): Phone: Email:.....
Length of Employment: Weekly Net Income (Income after Tax): \$.....

CURRENT STUDENT DETAILS

Place of Study: Course Name:.....
Student No: Course Length: Course End Date:.....
Campus Contact: Contact Number:.....
Course Coordinator: Contact Number:.....

PERSONAL REFEREES



Given Name:Surname:

Mobile:Phone:Relationship:.....

Given Name:Surname:

Mobile:Phone:Relationship:.....

TERMS & CONDITIONS – PLEASE READ CAREFULLY

I agree to provide 100 points identification – requirements are as follows:

Item	√	Points	Initial	Item	√	Points	Initial
Bank Statement <small>Within the past 2 weeks Showing funds to cover 6 weeks rent</small>		Essential		Motor Vehicle Registration Certificate		30	
Current Wage Advice		Essential		Previous Tenancy Reference		20	
Drivers Licence <small>Showing Current Address</small>		60		Birth Certificate		20	
Previous 4 Rent Receipts or Home Loan Payments		60		Bank or Credit Card with Signature		20	
Medicare Card		40		Student Identification		20	
Passport		40		Student Visa		10	
Recent Utilities Account <small>Showing Current Address</small>		30		Other Photo ID		10	

*If you are unable to meet the 100-point criterion listed above, please speak with the Property Manager.
Please also note, photocopying is not able to be done in the office.*

I agree to provide proof of income as part of this application such as recent income verification payslips, accountant's letter or Centrelink statement.

I understand that should my application be accepted, the Agency (Think Rentals) will require a General Tenancy Agreement signed (on behalf of the lessor) and the agreed rent and bond paid within approximately 24 hours of acceptance to secure the lease. Upon acceptance, I understand that all required tenancy documents will be given to me prior to monies being taken.

If the application is accepted by the lessor, I consent to the use of email or fax before the tenancy commences and during tenancy. I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed appointment time.

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly in regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the Agency Privacy Policy, please request one from our office).

I understand that if I have any questions about the tenancy or the application process, that the Agency (Think Rentals) welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid, if the application is accepted by the lessor).

I provide consent for the Agency (Think Rentals) to contact all necessary people (such as referees, other agents, tenancy databases) as part of application process, to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency (Think Rentals).

I consent to my personal information being passed on during the tenancy, should it commence, and after the tenancy has concluded, if required, to other third parties which include, however, are not limited to: tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties, in full compliance with the Federal Privacy Act.

The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant. The Agency (Think Rentals) manages the property on behalf of the lessor. The agreement, should it commence, is a contract between the lessor and the tenant. Your personal information will be passed onto the lessor (as the owner of the property).

I, the tenant, acknowledge that I have inspected the property, and, should I be approved, agree to accept the property in its current condition.

By signing this form, I have read and understood clearly, all of the information outlined above:

.....
Applicant Name

.....
Signature

..... / /
Date

APPLICATION PROCESS

- Before signing the lease, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse, a copy will be available at the inspection or advised by staff
- Please be aware that Bond Transfers are NOT an option
- Please note that Think Rentals does not accept any Tenancies that require a Bond Loan
- Incomplete Applications will not be processed

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within two to three business days. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 2 of this Application.

Contact by our Agency may be made via phone, SMS or email.

IF YOUR APPLICATION IS SUCCESSFUL...

If you are approved tenancy of a property listed with Think Rentals it is your responsibility to arrange the following services:

- Power Connection (your preferred supplier)
- Gas Connection (take note if it is applicable to the property that you are inspecting)
- Phone Connection
- Contents Insurance
- Change of Address
- Mail Redirection

You will be required to make an appointment to sign the lease and other documents between Monday and Friday 9:30am – 4:00pm. Please note: this appointment will take approximately 40 minutes and all tenants that are registered on the lease must be present.