

Code Property Group
 Unit 4, 9 Capital Place, Birtinya 4575
 PO Box 1124 Buddina Qld 4575
 P: 07 5438 3444
 E: office@codepg.com.au
 W: www.codepg.com.au

Property Address: _____

LEASE PERIOD PREFERRED: _____ MONTHS Commencement date _____ Rent: \$ _____ P/W

I acknowledge upon approval I will be required to pay 2 weeks rent & 4 weeks bond within 24 hours of being approved. I must provide a receipt to the Property Manager. **I/we understand that should I/we be accepted for this property keys will not be available until 10.30am on my/our move in day.** Has your current lease expired? Yes / No - If No – when does it expire _____ Have you advised your Agent/Lessor? Yes / No

YOUR Code Property Group APPLICATION WILL NOT BE PROCESSED UNTIL

1. ALL RELATIVE INFORMATION AND I.D IS PROVIDED AND SIGNED
2. THE PROPERTY HAS BEEN VIEWED. OR YOU HAVE SIGNED A SIGHT UNSEEN WAIVER

This is only under special circumstances at the PM's discretion

Please complete one application form per person living at the property 18yrs Plus.

Please PRINT information clearly and precise. Photos of the application will not be accepted. We require them to be delivered by any of the following methods: PDF, Fax, Hand Delivered, Scanned and Emailed.

PLEASE NOTE, CODE PROPERTY GROUP ONLY ACCEPT THE 'CODE PROPERTY GROUP' APPLICATION FORM, NO OTHER OFFICE APPLICATION FORMS WILL BE ACCEPTED DUE TO PRIVACY LAWS.

- Please note we will attempt to process your application within 48 hours (2 full working days) providing we have the required information, supporting documentation and your references can be contacted ***(Please let them know we will be calling)***
- Once you are accepted for this property you will be required to pay the first 2 weeks rent & 4 weeks bond and forward the receipt via email to your Property Manager within 36 hours. Once received you will be given an appointment to sign the General Tenancy Doc's.
- Prior to any keys being handed out all payments must be in our account in clear funds and all parties must have signed all the relevant documents.
- If you require a Housing QLD bond loan please contact them for pre-approval. The approved forms and Lodgment of the Form 2c must be signed prior to moving into the property. **Sorry we do not accept bond transfers.**

***Documents are to include one item from section A, 2 from section B and 2 or more from section C
 You must include a current bank statement that clearly identifies you as the account holder.***

Document – These can be photo copied by our staff when you hand your application in if required. (Alternative you can email them to the PM that showed you the property)	
A -	Passport, 18+ Card, Birth Certificate or Other Photo ID, Drivers License,
B -	Recent Pay slips , Bank Statement & / or Centre link Document
C -	Current vehicle registration certificate, Credit Card Statement, Telephone, Electricity or Gas Accounts, Pension Card, Health Care and Medicare Card

Your rent payment options are as follows:-

1. Direct Deposit Arrange for your bank to transfer funds directly to our Trust Account (details below).
2. Internet Transfer rent via internet banking directly into our Trust Account (details below).
3. Cash Paid in person at the WPAC bank using your unique bank reference no. as provided by Code.

Our Trust Account details are as follows:

- BANK - WPAC A/C NAME – Code Property Rental Trust BSB - 034676 A/C No. - 467925
- BANK REFERENCE – You will be provided with a unique bank reference number upon application approval.

Personal Details: *Please print numbers clearly*

Full name: _____

Have you been known by any other name? Yes / No. If yes please provide name: _____

DOB _____ Best Daytime Phone No. _____ Smoker: Yes / No

Email: _____

D Licence / Passport or 18+ Card No: _____ Expiry date: _____

Please list all other persons under the age of 18 that will be living at the property (Please include DOB)

Current Tenancy Details:

Current Address: _____

Rent per week \$ _____ Period of Occupancy _____ Years _____ Months

Agent/Landlord detail: _____ Ph: _____ Fax: _____

Do you expect the Bond to be refund in full: Yes/ No – If No: Why? _____

Private Rental: _____

Reason for leaving: _____

Previous address: _____

Rent per week \$ _____ Period of Occupancy _____ Years _____ Months

Agent/Landlord detail: _____ Ph: _____ Fax: _____

Emails address _____

Did you get your Bond refunded in full: Yes/ No – If No: Why? _____

Email for Private Rental: _____

Reason for leaving: _____

Details of all Vehicles to be kept on the property:

Car 1 – Type _____ Rego: _____

Car 2 – Type _____ Rego: _____

Other vehicles _____ other vehicles _____

Please note there are to be NO vehicle, caravan, boat or trailer is to be parked on lawns (front, side etc) unless prior authorization is given.

Employment/ Centrelink Details: - Please advise your Employer prior to applying to let them know we will be contacting them.

Occupation: _____ (eg: Retail, CEO, Nurse, Painter, Unemployed etc.)

Current Employer: _____ Take home wages: \$ _____ pw/pf/monthly
(If your income is Centrelink, please fill in above)

Full time: Part time: Casual: Contract: Length of Employment: Years _____ Months _____

Payroll/Managers Name: _____ Contact No. _____

If Self Employed: (Verification of income will be required - Bank statements showing credits and/or Accountants verification of Tax Returns)

Accountants Name and No _____ (Please contact them and give permission to provide info.)

If a Student or Not Currently Employed: - please provide Bank Statements, Centrelink Documents, Austudy showing proof of income/support. Or a Parent/Guardian Letter. (In some circumstances your parent or guardian may be required to be listed on the lease agreement and bond forms)

Do you currently own an Investment property? **YES / NO**

REFERENCES: Please provide 3 Personal References who are not related to you. Please do not include your current Property Manager or your Employer. (Each applicant's referees must be different).

Please advise your References prior to applying that we will be calling.

Reference 1 (Not a relative)

Name: _____ Relationship: _____

Phone/Email: _____ **International Ref. require an email**

Reference 2 (Not a relative)

Name: _____ Relationship: _____

Phone/Email: _____ **International Ref. require an email**

Reference 3 (Not a relative)

Name: _____ Relationship: _____

Phone/Email: _____ **International Ref. require an email.**

Emergency contact details of relative or friend who will not be residing with you (Must live in Australia):

Name: _____ Relationship: _____

Address: _____

Best contact No. _____ Email address _____

Declarations – Applicant to complete:

I _____ declare the information provided is true and correct. I consent to Code Property Group verifying my rental history via TICA (Tenancy Information Centre of Australia) or by any others means to be able to process my application. I declare I am not bankrupt or owe any previous agency. _____ **Initial**

I have viewed a copy of the General Tenancy Agreement, Terms and Acknowledgement at the property / Code Property Office (circle) prior to submitting this Application. _____ **Initial**

I note that the rent is non-refundable if I decide to cancel the agreement 48 hours after payment. The Tenant is then bound to the Terms of Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured. _____ **Initial**


APPLICATION DECLINED

I have been informed, understand and agree that should this application not be accepted, the agent is NOT required or obligated to disclose why or supply any reason for the rejection of this application. At this point should I require my application back I have 24 hours to collect the application or it will be destroyed.

I will be collecting my application within 24 hours should I be declined YES / NO _____ Sign

I give pre approval from my application to be scanned and destroyed YES/ NO _____ Sign

I give consent to receive any documentation relevant to the Tenancy by email and the method of receiving advice or notification by SMS is accepted.

Applicant Signature		 SIGN HERE
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DECLARATION			
I the Applicant hereby offer to rent the property from the owner under a lease to be prepared by Code Property Group. Should this application be approved, I acknowledge that I will be required to pay the following amounts:			
\$	rent per week, or \$	Per calendar month	Bond \$
First payments within 24 hours of being approved	\$	(2 weeks rent)	\$ (full bond)
TOTAL \$			
I understand that I may be given approval over the phone, via SMS or via email and if I do not respond by close of business that day that the property may be given to another applicant. I further acknowledge that if I do not make the full payment within 24 hours and provide a copy of the payment to Code Property Group then the property may be offered to another applicant.			
I also acknowledge that all applicants approved for this property must sign all relevant documents at the office of Code Property Group within 24 hours of being accepted.			
Should there be any reason why the above terms and conditions cannot be met please talk to the property manager that showed you the home so that alternate provision may be considered. This will be at the PM'S discretion.			

Applicant Signature:

		 SIGN HERE
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PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business, we are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for a residential Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current or previous employer and referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to services providers relevant to the tenancy, relationship including maintenance contractors and owners insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below than you application for a residential tenancy will not be considered by the owner of the relevant property or any other properties we have available at the time.

TENANT AUTHORISATION


Once approved for the property, I authorize the agent to disclose this personal information collected about me to the owner/s of the property even if the owner is outside of Australia and to any third parties – values, contractors, and sales people. Insurance companies. Body corporations. Other agents and tenancy default data base.

I consent to Code Property disclosing personal information about me to utility services providers for the purpose and to obtain confirmation of the connection or disconnection. I acknowledge that Code Property Group accepts no responsibility for any delays in connections and that should this occur I/we will take this up with the company personally. The agent has a commercial relationship with a utility company, I acknowledge that Code Property Group agency or employees may receive a fee and or benefit from the utility service provider in relating to the connection of services. There is no charge to me for the utility service, normal service provider fees or bonds may apply.

PRIVACY CONSENT

I the applicant acknowledge that I have read the above Privacy Disclosure Statement. I authorise Code Property to collect information about me from

1. My previous letting agent or landlord
2. My Personal references & past and present employment
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy database to which it subscribes including TICA (tenancy information center of Australia)
4. I authorize a staff member from Code Property Group permission to give my details to a Utility Company to contact me in relation to connecting all required utilities at the property, I understand it is my right to select another provider.

Applicant Name		 SIGN HERE
Applicant Signature		
Date		

PET APPLICATION – (Mandatory form for Pet Owners)

**** (If you do not have animals please put a cross through & initial the form to indicate you will not have pets reside at the property)****

Property Address _____

Tenants Name _____ Contact No _____

Please note by completing this form it **DOES NOT** mean that your pet/s will automatically be approved
 PET DETAILS (if more than 3 pets please complete separate Pet Application forms.)

Any Pets that are breathing need to be listed on the application – (FISH, REPTILES, BIRDS ETC)

Details	Pet 1	Pet 2	Pet 3
TYPE OF PET/S			
BREED			
NAME			
AGE			
DESEXED			
COUNCIL REG DETAILS			
DESCRIPTION			
COLOUR			
PHOTO PROVIDED	YES (Copy of File) NO	YES (Copy of File) NO	YES (Copy of File) NO
INDOOR/OUTDOOR			

TERMS AND CONDITIONS - The tenant acknowledges and agrees to the following terms if accepted for the property

1. The lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement
2. Any further requests other than the approved Pet/s listed on the General Tenancy Agreement and the Pet Agreement must first be requested in writing by the tenants via your Property Manager, providing full details about the pet PRIOR to it being allowed onto the premises. (should further animals be found on the property with our permission being the tenants , family or friends pets will put you in breach of your lease and could result in a termination of your Lease Agreement)
3. The tenants accept full responsibility and liability for any damage or injury whatsoever caused by any approved or unapproved pet of the tenants or their guests on the property.
4. The Tenants accept full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their property caused by. Or as a result of actions by their pet/s or their guests pet/s and regardless of their approval status.
5. The tenants agrees to arrange or have Code Property Group arrange for Flea Fumigation at the end of the tenancy or anytime throughout the tenancy at the request of the Lessor or Code Property. This will be done at the tenant’s expense and with a qualified Company that complies with the current Australian Standards.
6. The pet is to be outside at all times, unless otherwise specified in the General Tenancy Agreement. (Guide Dogs are an exception)
7. If your approved Pet is a dog, the tenant agrees to restrain or remove the dog from the premises to allow for Routine inspections or maintenance to be carried out at the property. (should someone arrive at the property as per an form 9 or verbal agreement with a trades person or Code Property Representative and they are unable to enter the property safely due to the animal not being restrained or remove, you could be charged a call our fee)
8. By signing below you are only asking for approval for your pet/s to be accepted at the property that you are applying for.
9. If you are approved you will be required to sign the approval area below during you General Tenancy Signing Appointment

ACKNOWLEDGEMENT BY APPLICANTS

Applicant’s name _____ Signature _____ Date _____