

Tenancy Application Form

●● Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission. Return the application either in person, via email or post.

Property Details

Property address: _____

Date viewed: / / Rent per week: \$ _____

Lease start date: / / Preferred Lease Term: 6 / 12 or _____ months

No. of applicants applying for this property: Your relationship to other applicants: _____

Applicant Details

Full name: _____

Have you ever been known by any other name? Yes / No Previous name: _____

Date of birth: / / Passport No.: (if applicable)

Home/work phone no.:() Mobile phone number:

Email address: _____

Drivers Licence No.: (if applicable)

Number of vehicles: _____

Type of vehicle(s): car motorbike truck other: _____

Registration No.(s): _____

Details of dependent person(s) under the age of 18 years:

Name of dependent: Date of birth: / / Age: _____

Name of dependent: Date of birth: / / Age: _____

Name of dependent: Date of birth: / / Age: _____

Name of dependent: Date of birth: / / Age: _____

Current Residential Address

Address: _____

Length of time at current address: _____Years _____Months Type of occupancy: rent own other

Name of agent/landlord: Phone Number: ()

Email address of agent/landlord: _____

If applicable, was your Bond refunded in full? Yes / No / NA If no, what was the reason: _____

Reason for leaving: Rent or mortgage payment: \$ _____ per week

Previous Residential Address

Address: _____

Length of time at previous address: _____Years _____Months Type of occupancy: rent own other

Name of agent/landlord: Phone Number: ()

Email address of agent/landlord: _____

If applicable, was your Bond refunded in full? Yes / No / NA If no, what was the reason: _____

Reason for leaving: Rent or mortgage payment: \$ _____ per week

Employment Details

Occupation: Full Time Part Time Casual Self Employed

Nett income: \$ _____ per week / fortnight / month Date employment commenced: ____ / ____ / ____

Employer name: _____ Payroll Phone No.: (____) _____

Employer address: _____

★ If employed, please provide your last two payslips

If self-employed, please provide Business name: _____

Business address: _____

Accountant's name: _____ Phone Number: (____) _____

★ If self-employed, please provide bank statement / group certificate/ tax return / accountant's letter

Government and/or Student Assistance

Are you receiving any Centrelink payments? Yes No Nett payment per week: \$ _____

Description of payment: _____

★ Please provide your Centrelink statement

Are you a student? Yes No Name of educational institution: _____

Are you an international student studying in Australia? Yes No If yes, Visa expiry date: ____ / ____ / ____

★ Please provide a copy of your student visa and proof of income or guardian letter of financial support.

Personal References

Each applicant must provide (3) references per applicant. Please also note that no two references are to be the same across all applications. **Please note, personal references must not be family members.**

Reference 1.

Full name: _____ Your relationship: _____

Email: _____ Phone Number: (____) _____

Reference 2.

Full name: _____ Your relationship: _____

Email: _____ Phone Number: (____) _____

Reference 3.

Full name: _____ Your relationship: _____

Email: _____ Phone Number: (____) _____

Emergency Contact

Emergency contact must reside in Australia and **not be residing at the same residence.**

Full name: _____ Your relationship: _____

Email: _____ Phone Number: (____) _____

Address: _____

Additional Details

Do you currently own an investment property? Yes No

Do you currently have an application pending with another agency or landlord? Yes No

[WE REQUIRE IMPORTANT INFORMATION FROM YOU]

<h2 style="margin: 0;">Compulsory Documents</h2> <p style="margin: 0; font-size: small;">Please provide a copy of the following items. Please tick which items you have provided</p>		
<input type="checkbox"/> Photo Identification	<input type="checkbox"/> Proof of Income / 2 Payslips	<input type="checkbox"/> Centrelink Statement (if appl.)
<input type="checkbox"/> Photo of all pets (if appl.)	<input type="checkbox"/> Student Visa / Proof of income or letter of financial support (if appl.)	
<input type="checkbox"/> Current Bank Statement (showing name of account holder)		

<h2 style="margin: 0;">100 Point Criterion</h2> <p style="margin: 0; font-size: small;">Please provide a copy of one item from each section. Please tick which items you have provided.</p>

70 Points		
<input type="checkbox"/> Passport	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Citizenship Certificate

40 Points		
<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Student ID Card	<input type="checkbox"/> Proof of Age Card
<input type="checkbox"/> Centrelink Card	<input type="checkbox"/> Department of Veteran’s Affairs Card	

25 Points		
<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Council Rates Notice	<input type="checkbox"/> Vehicle Registration Certificate
<input type="checkbox"/> Telephone/Mobile Bill	<input type="checkbox"/> Electricity Bill	<input type="checkbox"/> Bank/Credit Card Statement
<input type="checkbox"/> Pension Card	<input type="checkbox"/> Health Care Card	

Application Processing Policy

This application will be processed only when the following has been completed:

- All required identification and information has been provided for each tenancy application.
- You have viewed the property or signed a Sight Unseen Waiver (not applicable on all properties).
- All persons over the age of 18 years of age who will be residing at the property must have also completed a tenancy application.

Applications will be processed within 48 hours (2 full working days).

To reduce processing delays, please ensure that your personal reference details are current and correct. Please also inform your references that they may receive a phone call from Code Property Group.

Should Your Application Be Declined

I understand and agree that should this application be declined, Code Property Group is not required or obligated to disclose any reason for the decline and I have 24 hours from notification of decline to collect the application or it may be destroyed.

I will be collecting my application within 24 hours should I be declined:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial: _____
I grant approval for my application to be scanned and destroyed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial: _____
I give consent to receive any communication relevant to the tenancy by email and SMS methods:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial: _____

Should Your Application Be Successful

- Within 24 hours of approval, **you will be required to pay 2 weeks rent (plus) 4 weeks bond.** You must provide a receipt of payment to Code Property Group within 36 hours.
- Once all cleared funds have been received to our account, your Property Manager will schedule an appointment for you to sign the General Tenancy Lease Agreement and any additional documents.
- We require cleared funds to our account before keys are released.
- We require all tenants to sign the general tenancy documents prior to releasing keys.
- **Keys will be available strictly after 10:30am** on the nominated lease start day.
- Qld Housing Bond Loans will be accepted once approved. Please obtain pre-approval before submitting this application. The approved forms and lodgment of the Form 2c must be signed prior to moving into the property.
- **We do not accept bond transfers.**

By signing this application, I 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 **within 24 hours of approval:**

\$ _____ Two (2) weeks rent

\$ _____ Full Bond

\$ _____ **TOTAL AMOUNT DUE**

I understand that I may be given approval via telephone, SMS or email and if I do not respond by close of business that day, the property may be offered 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.

_____ _____ / /
Applicant Name Signature Date

BANK ACCOUNT DETAILS

Please note that we are a CASHLESS office. Methods of payment are as follows:

Electronic Funds Transfer:	Transfer funds via your internet banking account to our bank account.
Cash:	Pay in person at any Westpac Bank.

Our bank account details are:

Account Name:	Code Property Group Rental Trust
Bank:	WESTPAC
BSB No.:	034 676
Account No.:	467 925
Your unique reference number:	Provided to you upon application approval.

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 service providers relevant to the tenancy, 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 then this application for a residential tenancy will not be considered by the owner of the relevant property or any other properties available at the time.

TENANT AUTHORISATION

Once approved for the property, I authorise the agent to disclose this personal information collected about me to the owner/s of the property including if the owner is outside Australia and to any third parties – valuers, 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 Group to collect information about me from

1. My previous letting agent or landlord
2. My personal referees & past and present employers
3. Any Tenancy Default Database which may contain personal information about me. I also authorise 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 authorise a staff member from Code Property Group 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.

DECLARATION

By signing this application, I hereby 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 other means to be able to process my application. I declare I am not bankrupt and have no outstanding debt with any previous real estate agency.

I have viewed a copy of the General Tenancy Agreement, Terms and Acknowledgement at the property or Code Property Office prior to submitting this application.

By signing this application, I acknowledge that the rent payment is non-refundable even in the event where I decide to cancel the agreement 48 hours after payment. I acknowledge that the tenancy agreement will proceed according 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.

×

Applicant Name

×

Signature

/ /
Date

[PET APPLICATION]

If you do not have any animal(s), please place a cross through this form and initial.

Property Details

Property address: _____

Tenant Name: _____

Contact no.: ()

All pets must be listed below, including but not limited to dogs, cats, fish, reptiles, birds, rodents and insects.
Completion of this form does not guarantee approval of a pet.

Details	Pet 1	Pet 2	Pet 3
Type / Breed of pet:			
Name/s:			
Age:			
De-sexed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Registration No.:			
Description / Colour:			
Indoor or Outdoor:			
Photo Provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Copy on File	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Copy on File	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Copy on File

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 additional pets in the future, require an application and approval in writing PRIOR to residing at the property. All unauthorized pets including but not limited to family and friends pets will be considered a breach of lease and further action could result in a termination of the General Tenancy 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 indemnify 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 regardless of their approval status.
5. The Tenants agree at their expense to arrange or authorise Code Property Group to arrange for flea fumigation at the end of the tenancy or anytime throughout the tenancy at the request of the Lessor or the Property Manager. Works must be completed by an appropriately qualified provider.
6. All pets must be kept outside at all times, unless otherwise specified in the General Tenancy Agreement. (Guide Dogs are an exception)
7. The tenants agree to restrain or remove all dogs from the premises to allow for Routine Inspections or maintenance works. If a Form 9 has been issued or a verbal agreement for access is in place and a tradesperson or Code representative is unable to access the property due to an unrestrained dog, then Code Property Group reserves the right to on charge any applicable call out fee to the Tenants.

✗

Applicant Name

✗

Signature

_____/_____
Date