



## Welcome to Prime Property Rentals Sunshine Coast

Thank you for taking the time to complete our application form, please complete **all** sections thoroughly as this will enable us to process your application as soon as possible.

When submitting an application, please be advised that it is submitted on the understanding that it is the **only** one current with any agency, as immediately this application has been **accepted** you are **legally committed** to the property. We deal only with genuine applications so that we are able to process them efficiently and quickly.

For your information our application procedures are:

1. Applications will not be processed until **100 points** of identification are provided for each applicant.
2. Prime Property Rentals Sunshine Coast is a member of the Tenants Information Centre of Australia (TICA) all applicants, whether tenants or approved occupants will be checked through the reference data base.
3. We aim to approve each application within **48 business hours** and we will phone you to confirm your approval otherwise.
4. All approved applicants are referred to the owner of the property – the owners decision is considered final.
5. Should your application be unsuccessful, all application documentation will be shredded immediately unless otherwise stated.
6. The property will not be removed from our availability list until your first two weeks rent has been paid and the tenancy agreement has been signed.
7. Please note it is not our policy to accept bond transfers.

When your application is approved we will arrange a mutually suitable time for you to sign all relevant tenancy documentation.

Prior to starting your tenancy and collecting the keys to the property we will require first two weeks of rent and the bond to be paid in full. The bond is equal to four weeks of rent.

Thank you for choosing **Prime Property Rentals Sunshine Coast**.

Prime Property Sunshine Coast  
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## Pre-Application Information

### Application Process

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our Agency, we provide the following information:

- Applicants are required to inspect the premises prior to final approval of the Application
- Complete an Application Form – one per Adult Applicant who will be named on the lease
- Include evidence of income eg: Pay slip, Accountant letter, Centrelink or Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

### 100 Points – Option List

Passport	40 points*	Bank or Credit Card Statements	30 points each
Current Drivers Licence	40 points*	Recent Telephone Account	30 points
Proof of age card	40 points*	Recent Electricity Account	30 points
Student ID	40 points*	Recent Gas Account	30 points
Tenancy History Ledger	40 points*	Medicare Card	10 points
Previous 4 rent receipts	40 points*	Birth Certificate	10 points

### Please Also Attach the Following Documents

<input type="checkbox"/> Proof of current address:	Utility statements <u>or</u> Council rates notice
<input type="checkbox"/> Proof of income:	3 previous pay slips <u>or</u> Bank statement <u>or</u> Tax returns if self-employed

### Agency Process

*Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.*

#### Applications

When you find a suitable property, it is a requirement that every prospective occupant complete an application form. The application form cannot be processed unless all required information is supplied to our agency. Please refer to the application as to what information will be required. The applicant acknowledges that their name will be searched in TICA (a tenancy database) and the information provided by TICA may be used in the approval process of this application.

#### Application processing time frame

Upon submitting a fully completed application form, the required processing time will be 24-48 hours. We will communicate the status of your application with you regularly via email and phone, please ensure you have provided accurate details to enable us to efficiently process your application. If your application is not successful, you are able to collect the application form from our office or we will dispose of the form appropriately. Please ask if you would like a copy of our Privacy Policy.

#### Successful applications

If your application is successful, you will be contacted via phone and/or email. Within 24 hours of an approved application we require the initial rent, bond and leases to be signed. The Form 17a (Information Statement) and the Form 18a (lease agreement) will be provided at the lease signing appointment.

*Please select YES or NO	
The customer acknowledges that one application form has to be completed per person applying.	Yes   No
The customer acknowledges that they have received the Privacy Policy of the agent.	Yes   No
The customer acknowledges that both the lessor and tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it.	Yes   No



## Tenancy Application Form

**For your application to be processed you must complete all \* sections**

<b>*Property Address:</b>			
<b>*APPLICANT DETAILS</b>			
*Full Name:			
Have you been known by any other name? No/Yes – if Yes please what names:			
*Phone(Mobile):		(Work/Home):	
*Email address:			
*Date of Birth:			
*Have you any dependants? Yes/No		Dependents Name/s:	
Age/s of Dependants:		Total number of applicants applying for property:	
*Drivers Licence, Proof of Age or Passport Number:		State:	
*Number of Cars:		Registration Number of Vehicle/s:	
*Are you a Smoker: Yes/No			
*Pets: Yes/No	Number of Pet/s:	Type/Breed of Pet/s:	
Are your pets registered with council? Yes/No		Please state which council:	
<b>*CURRENT PROPERTY DETAILS – IF YOU OWN your current property please provide a rate/unity notice</b>			
*Current Address:			
*Length of tenancy:	Years	Months	Rent \$ per week/fortnight/month
*Current Agency/Lessor name			
Contact details/name for Agent/lessor:			
Phone:		Fax:	
Email:			
<b>*PREVIOUS PROPERTY DETAILS – IF YOU OWNED please provide a rates/unity notice</b>			
*Previous Address:			
*Length of tenancy:	Years	Months	Rent \$ per week/fortnight/month
* Agency/Lessor name			
Contact details/name for Agent/Lessor:			
*Phone:		Fax:	
Email:			
<b>If you are a STUDENT</b>			
What University/TAFE/School do you attend:			
Student Identification Number:		Overseas Student: Yes / No	Visa Expiry Date:
<b>*Next of Kin (Please provide details of preferred person to be contacted in the event of an emergency)</b>			
Name:		Contact Number/s:	
Address:			



**\*CURRENT EMPLOYMENT DETAILS**

Are you currently employed? Yes / No - Full time/Casual/Part time/Self	Centrelink? Yes / No
Occupation:	Payment type:
<b>Net weekly income:</b>	<b>Fortnightly payments:</b>
Name of Employer:	<i>If Self employed</i> ABN:
Phone:	Accountant Name:
Address:	Accountant Phone:
Period of employment:	Length of ownership:

**PREVIOUS EMPLOYMENT DETAILS (\*IF ABOVE HAS BEEN LESS THAN 12 MONTHS)**

Were you previously employed? Yes / No - Full time/Casual/Part time/Self	Centrelink? Yes / No
Occupation:	Payment type:
Net Weekly Income:	Fortnightly Payments:
Name of Employer:	<i>If Self Employed</i> ABN:
Phone:	Accountant Name:
Address:	Accountant Phone:
Period of employment:	Period of ownership:

**\*Personal References (Please do not list relative or partners and provide business hours contact numbers)**

Name:	Contact Number:
Relationship:	Address:
Name:	Contact Number:
Relationship:	Address:

**\*Please advise the following by selecting either YES or NO**

Have you ever been evicted by any agent / lessor?	Yes   No
Is there any reason known to you that would affect your ability to pay rent?	Yes   No
Was your rental bond at your last address refunded in full?	Yes   No
Are you in debt to another agent / lessor?	Yes   No

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 the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information from: (a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting - • NTD: 1300 563 826 • TICA: 1902 220 346 • TRA: (02) 9363 9244 If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to: (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow tradespeople or equivalent organisations to contact me (d) lodge/claim to/from a Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a credit check with TICA. I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I wish to undertake a tenancy for a period of (please circle one) **6 OR 12 months** to commence on the (Date) \_\_\_\_\_ at a rental price of \$ \_\_\_\_\_ PW. I understand that I am to pay a rental bond of 4 WEEKS RENT on or before I take possession of the premises and sign a tenancy agreement. I understand that Prime Property subscribes to TICA and my details will be searched in that database. I acknowledge that if I am listed on a tenancy database my application may be declined and Prime Property will provide details on how to obtain a copy of the listing and how to have the information amended or removed.

NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



## Tenancy Application Form

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<b>*APPLICANT DETAILS</b>			
*Full Name:			
Have you been known by any other name? No/Yes – if Yes please what names:			
*Phone(Mobile):		(Work/Home):	
*Email address:			
*Date of Birth:			
*Have you any dependants? Yes/No		Dependents Name/s:	
Age/s of Dependants:		Total number of applicants applying for property:	
*Drivers Licence, Proof of Age or Passport Number:		State:	
*Number of Cars:		Registration Number of Vehicle/s:	
*Are you a Smoker: Yes/No			
*Pets: Yes/No	Number of Pet/s:	Type/Breed of Pet/s:	
Are your pets registered with council? Yes/No		Please state which council:	
<b>*CURRENT PROPERTY DETAILS – IF YOU OWN your current property please provide a rate/unity notice</b>			
*Current Address:			
*Length of tenancy:	Years	Months	Rent \$ per week/fortnight/month
*Current Agency/Lessor name			
Contact details/name for Agent/lessor:			
Phone:		Fax:	
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What University/TAFE/School do you attend:			
Student Identification Number:		Overseas Student: Yes / No	Visa Expiry Date:
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<b>Net weekly income:</b>	<b>Fortnightly payments:</b>
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SIGNATURE: \_\_\_\_\_