



Prospective Tenant,

When applying for a Rental Property, along with the attached Residential Tenancy Authority Application, you will need the following to be considered for a Rental Property and for our Office to process your Application:

- Photo Identification** (Drivers Licence, Passport or 18+ Card)
- Current Tenants** – Tenant ledger & phone numbers for previous rental agents
- Current Home Owners** – Selling Agents phone number
- Current Investment Property Owners** – Phone number of Property Manager
- Bank Statement/s**
- Copies of Energex, Telstra or Mobile Phone Bills** (with proof of payment and current address), **Centrelink Payments Schedule or Statement**
- Place of work phone number**
- Last 4 weeks Pay Slips**
- Copy of current Car Registration for each Vehicle residing on the property**
- Self Employed** – Profit & Loss Statement or phone number of accountant
- 2 Personal Referees** – with phone numbers and addresses

If Photocopies cannot be provided, faxed or emailed, our Office can produce Photocopies at a cost of **\$1.00 per application**. This cost will need to be paid upon producing the Application to our Office.

**Please note -**

Every Applicant needs to read and sign the Privacy Consent statement, which is attached to the back of this application. The Privacy Consent gives us permission to gather personal information which would not usually be disclosed to the general public. This needs to be signed by every Applicant for us to begin to process your Application.

If you happen to be an unsuccessful Applicant, we will shred your information promptly upon notifying you of the outcome.

Kind Regards,

**COOMERA REALTY PTY LTD**

Property Management Department

\*Phone: 07 5573 4777 \* Fax: 07 5556 0899 \* Email: [reception@coomerarealty.com.au](mailto:reception@coomerarealty.com.au)



# Application for Residential Tenancy

Member Office

Agent for Lessor **Coomera Realty Pty Ltd**

Property Address **No.**

**Applicant Details**

Full Name \_\_\_\_\_

Have you been known by any other name?  Yes /  No  
 If Yes, what other name have you been known by? \_\_\_\_\_

Have you any dependants?  Yes /  No      Dependants Name/s \_\_\_\_\_

Age/s of Dependants \_\_\_\_\_      Total number of applicants applying for property \_\_\_\_\_

Drivers Licence Number or Passport Number \_\_\_\_\_      State \_\_\_\_\_      Date of Birth \_\_\_\_\_

Registration Number of Vehicle/s \_\_\_\_\_      Number of Cars \_\_\_\_\_

Are you a smoker?  Yes /  No

**Contact Details**

Current Address \_\_\_\_\_

Phones: Work \_\_\_\_\_      Home \_\_\_\_\_  
 Mobile \_\_\_\_\_      Email \_\_\_\_\_

<b>Current Agent/Lessor</b>	<b>Are you employed?</b> <input type="checkbox"/> Yes / <input type="checkbox"/> No
Time period at premises:    Years      Months	<i>Full Time /Casual/Part Time /Centrelink /Contract /Other</i>
Phone _____	Occupation _____
Rent per week      \$ _____	Net weekly Income      \$ _____
	Length of Employment _____
	Name of Employer _____

<b>Previous Agent/Lessor</b>	<b>If Self Employed</b>
Phone _____	Business Name _____
Previous Address _____	How long self employed? _____
Rent per week      \$ _____	ABN _____
	Address of Business _____

<b>Pets - List any pets owned</b>	<b>If Self Employed</b>
Number of Pets _____	Business Name _____
Type of Pet/s _____	How long self employed? _____
Are your pets registered with the council? <input type="checkbox"/> Yes / <input type="checkbox"/> No	ABN _____
Please state which council _____	Address of Business _____
	Accountant's Name _____
	Phone _____

If you are a Student, what University, Tafe or School do you attend? \_\_\_\_\_

Student Identification Number \_\_\_\_\_      Overseas Student  Yes /  No      Visa Expiry Date \_\_\_\_\_

**Next of Kin**      *( Please provide details of preferred person to be contacted in the event of an emergency )*

Name \_\_\_\_\_      Contact Number/s \_\_\_\_\_

Address \_\_\_\_\_

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

Name Relationship  
Address Phone Number

Name Relationship  
Address Phone Number

**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

Please advise what deductions were made from your rental bond. and/or Why are you in debt to your past agent/lessor?

**You are required to meet a 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.**

**10 Points:** Medicare Card, Birth Certificate, Motor Vehicle Registration Papers.

**30 Points:** Bank Statements, recent utility accounts eg: phone, electricity or gas.

**40 Points:** Drivers Licence, Passport, 18+ Card, Student ID, last FOUR rent receipts, tenant ledger, rental bond history statement available from the RTA.

**You will also be required to supply the agency with proof of your income upon submission of your application.**

**Employed:** Last TWO pay slips.

**Self employed:** Bank Statements, Group Certificate, or Accountant's letter

**Not employed:** Centrelink Statement.

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.

I wish to undertake a tenancy for a period of \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$ \_\_\_\_\_ I understand that I am to pay a rental bond of \$ \_\_\_\_\_ on or before I take possession of the premises and sign a tenancy agreement.

The customer acknowledges that they have received or have available to them from the lessor or agent the Form 17a, 18a, by laws (if applicable) before signing this application. (please select yes or no) Yes/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

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY Name of Employee taking application:**

Application FORM Signed by applicant		Proof of Income Supplied	
Identification Supplied		Form Fully Completed	

**How Did you find out about this property?**

Gold Coast Bulletin	<input type="checkbox"/>	Internet	<input type="checkbox"/>	For Sale Sign	<input type="checkbox"/>
Walk In	<input type="checkbox"/>	Referral	<input type="checkbox"/>	Local Agent	<input type="checkbox"/>
Appointment	<input type="checkbox"/>	Other	<input type="checkbox"/>		

**PRIVACY STATEMENT OF COOMERA REALTY PTY LTD OF 3/114 OLD PACIFIC HIGHWAY, OXFENFORD Q 4210 PHONE: 07 55 734 777**

We are an independently owned and operated business. We are bound by the National Privacy Principals, 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 previous landlords or letting agents, your current employers and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database its website at [www.tica.com.au](http://www.tica.com.au). 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. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property.

**PRIVACY CONSENT**

I, the applicant acknowledge that I have read the Privacy Notice of Coomera Realty Pty Ltd. I authorise Coomera Realty Pty Ltd to collect information about me from:

- (a) My previous letting agents and/or landlords
- (b) My personal referees; and
- (c) Any Tenancy Default Database (including Tenancy Information Centre of Australia) which may contain personal information about me.
- (d) I also authorise Coomera Realty Pty Ltd to disclose details about any default by me under the tenancy to which this application relates to any tenancy default databases to which it subscribes including Tenancy Information Centre of Australia.
- (e)

I authorise Coomera Realty Pty Ltd to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia, and to any third parties – valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_