



## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_  
Employers Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name (pay roll/manager): \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Business Name ( If self employed) \_\_\_\_\_ ABN \_\_\_\_\_  
Accountant Name & Contact Number \_\_\_\_\_  
Income Nett Weekly Employment \$ \_\_\_\_\_ Other Income \$ \_\_\_\_\_  
(Weekly wage/Centrelink) (Investment/rental property income)

(Please note you will be required to provide proof of income in order for the owner / agent to establish if you have the means to afford the rental rate of the property you are applying for. This information will remain confidential)

## STUDENT INFORMATION

Place of Study: \_\_\_\_\_ Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_ Enrolment/Student No: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## PLEASE ANSWER THE FOLLOWING QUESTIONS

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Have any of your previous tenancies been terminated                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Are you in debt to an Agent or Owner of a previous or present property   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Has bond money been refunded in full of previous property rented         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Is there any existing reason that may affect your rental payments        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are you presently or previously declared bankrupt                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Do you consider yourself able to meet the weekly rental payment required | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



# IDENTIFICATION REQUIRED

Item	Points	Initial	Item	Points	Initial
Drivers Licence	40		Medicare Card	20	
Passport	40		Bank Debit/Credit Card	20	
Other Photo ID	20		Bank Statement	20	
Current Wage Advice	30		Telephone Account	20	
Previous Tenancy Ref	20		Electricity Account	20	
Previous 2 Rent Receipts	20		Gas Account	20	

## APPLICATIONS **WILL NOT** BE ACCEPTED UNTIL ALL RELATIVE INFORMATION IS PROVIDED.

Please take note of the following application guidelines to ensure a quick review of your application:

- Applications are processed Monday to Friday only
- **Applications will not be processed until 100 points of identification are provided for each applicant detailed on the application plus proof of income**
- Please allow 24-48 hours for us to complete the process. (should you require an answer earlier than this, please advise us when handing in your application)
- Our agency is a member of the tenancy Information centre of Australia (TICA) and all applicants. (Whether tenants or approved occupants) will be checked through this centre.
- Applications are referred to the owner of the property and the owners decision is considered final
- Should your application be successful, **a deposit of the first weeks rent must be paid within 24hrs.**
- The property will not be removed from our availability list until your deposit is paid and agreement fully signed.
- **This payment must be made by bank cheque or money order written out to HENZELLS Mooloolaba**
- Before moving into your new home, it will be necessary for you to pay the equivalent of **4 weeks rent as bond & 2 weeks rent** (this must be paid by bank chq or money order- **No cash & No personal chq will be accepted for bond**)
- Please note our policy is not to accept bond transfers. Housing Qld bonds will be accepted once approved and lodgment form 2c signed prior to moving in.
- **Please make an appointment with our staff to sign your tenancy documentation (Monday to Friday Only) & allow at least 30 minutes for this process** (All tenancy agreements must be signed prior to moving in.
- Please complete all details accurately, as incorrect details could void your application. Remember that the completion of this application is not an acceptance.

a: 53 Brisbane Road PO box 638 Mooloolaba Qld 4557 t: 07 5444 8888 f: 07 5444 8560 e: reception@henzellsmooloolaba.com..au



Central Sunshine Coast

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