

# PRE-APPLICATION INFORMATION

**Agency:** North Shore Realty Sunshine Coast

**Address:** 936 David Low Way, Marcoola.

**Contact:** Ph: (07) 5448 9111 Fax (07) 54487336 **Email:** rentals@northshorerealty.com.au



## SELECTING A PROPERTY

- Search and select Property via internet ([www.northshorerealty.com.au](http://www.northshorerealty.com.au)) or other advertised source.
- Drive-by the Property for location suitability.
- Book an inspection online at [www.northshorerealty.com.au](http://www.northshorerealty.com.au) or Contact us to arrange an appointment.
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance.
- A copy of the General Tenancy Agreement and any Special Terms can viewed at online.
- A copy of our Privacy Policy is freely available on [www.northshorerealty.com.au](http://www.northshorerealty.com.au) or upon request.

## APPLICATION PROCESS

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Tenancy Application Form per person. Children under the age of 18 may be included on a Parent or Guardian's Application.
- Include copies of documents which may help to verify your Application Information provided by you.
- Provide and attach photocopies of documents required to meet the identification as the guide shows below.

### DOCUMENTS REQUIRED FOR IDENTIFICATION CHECK & PROOF OF INCOME

<input type="checkbox"/> Drivers Licence (Photocopy of both sides required) <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Passport <input type="checkbox"/> 18+ card <input type="checkbox"/> Other Photo ID from Government eg: Pension Card, Student Card	<b>Must submit 1 of these.</b>
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<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenancy Ledger <input type="checkbox"/> Bank Statements showing rental/mortgage payments	<b>Must submit 1 of these.</b>
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<b>Documents on which your name and current address appear:</b> <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	<b>Must submit 2 of these.</b>
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<b>Proof of income:</b> <input type="checkbox"/> 2 recent Pay slips <input type="checkbox"/> Letter from employer <input type="checkbox"/> Centrelink income statement <input type="checkbox"/> **Bank statements showing income <input type="checkbox"/> **Letter/email from accountant <input type="checkbox"/> **Certificate of Business Registration <b>Self employed submit these 3**</b>	<b>Must submit 1 of these. Self Employed**</b>
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- Please be aware that CASH & EFT are not accepted at North Shore Realty.
- Transfers are NOT an option.
- **Incomplete Applications WILL NOT be accepted.**
- If you require assistance to complete the form, please ask, as we are here to help.
- If you would like to refer to our Privacy Policy, please ask for a copy or view on our website.
- Please be aware that CASH & EFT are not accepted at North Shore Realty.

aware Bond

## AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 2 business days, but will advise you if it will be longer due to delays in reaching your contacts.

### Information verification by our Agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Lessor and personal referees for the purpose of verifying information supplied to support Application for Tenancy.

### If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation. The Lessor is not required to provide a reason.

### If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

### Rent payment method options

Personal or bank Cheque & Money order are accepted as rent payment methods. Our Agency uses the services of Rentpay for Direct Debit, BPay, cash at Post Office the cost to the Tenant for this service is \$3.00 per month + additional fees. Dishonour fees are estimated to be \$25.00. Please consult Rentpay brochure for full fee disclosure. **CASH and EFT ARE NOT ACCEPTABLE FOR RENT PAYMENTS.**

## IF APPROVED

Arrange the following services by completing our Agency Utility Connection Form available from Reception or arrange personally:

- |   |   |
|---|---|
| • Power Connection, Gas Connection (if applicable), | Phone Connection, Internet & Pay TV – Direct Connect 1300 664 715 |
| • Contents Insurance                                | Arrange personally  |
| • Change address                                    | For existing accounts and services                                |

# TENANCY APPLICATION

<b>AGENCY NAME</b>	North Shore Realty	
<b>ADDRESS</b>	936 David Low Way, Marcoola Q 4564	
<b>PHONE</b>	07 5448 9111	
<b>FAX</b>	07 5450 7319	
<b>EMAIL</b>	rentals@northshorerealty.com.au	

**PROPERTY ADDRESS FOR RENT** \_\_\_\_\_

**NAME OF APPLICANT** \_\_\_\_\_

**DATE PROPERTY INSPECTED** \_\_\_\_\_ **INSPECTION CODE** \_\_\_\_\_

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

**Please read prior to completing your Application**

- One Application is to be completed per person.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order, Bank Cheque or EFTPOS (EFTPOS is only acceptable for the initial rent and bond payment). **AND OUR OFFICE IS CASHLESS! We do not accept cash under any circumstances.**
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for Identification Check and Proof of Income. Refer to the following list of accepted documents. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card, Pay Slips or Proof of Income Advice and, also at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

**DOCUMENTS REQUIRED FOR IDENTIFICATION CHECK & PROOF OF INCOME**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Drivers Licence (photocopy of both side of licence required)<br><input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Passport <input type="checkbox"/> 18+ card<br><input type="checkbox"/> Other Photo ID from Government e.g.: Pension Card, Student Card<br><input type="checkbox"/> <b>Overseas applicants must provide current Visa.</b> | <b>Must submit 1<br/>of these.</b> |
|---|------------------------------------|

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenancy Ledger<br><input type="checkbox"/> Bank Statements showing rental/mortgage payments | <b>Must submit 1<br/>of these.</b> |
|--|------------------------------------|

- |  |                                    |
|--|------------------------------------|
| <b>Documents on which your name and current address appear:</b><br><input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account<br><input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account | <b>Must submit 2<br/>of these.</b> |
|--|------------------------------------|

- |  |  |
|--|--|
| <b>Proof of income:</b><br><input type="checkbox"/> 2 recent Pay slips <input type="checkbox"/> Letter from employer <input type="checkbox"/> Centrelink income statement<br><input type="checkbox"/> <b>**Bank statements showing income</b> <input type="checkbox"/> <b>**Letter/email from accountant</b><br><input type="checkbox"/> <b>**Certificate of Business Registration</b> <b>Self-employed submit these 3**</b> | <b>Must submit 1<br/>of these. Self<br/>Employed**</b> |
|--|--|

**Applicant**

Before I

this Application, I have;

- Attached photocopies of documents as required above mandatory documents
- Inspected the property internally and externally
- General Tenancy Agreement, Terms and any Special Terms can be viewed [www.northshorerealty.com.au](http://www.northshorerealty.com.au)
- Completed the Application form fully, including Privacy Disclosure Statement, Privacy Consent & Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

submit

**OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT**

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID Signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant advised RTA Form 18a is available to view		Yes/No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes/No	<input type="checkbox"/> Completed
<input type="checkbox"/> Applicant is completed including Consent			am/pm

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**
 Website       Newspaper       Agency contact       Referral       Other
**APPLICANT'S DETAILS:**Name in Full Other Name you have been known byDate of Birth Place of BirthDrivers Licence No. Expiry Passport No Expiry
 Home       Mobile      Business

Email

**CURRENT ADDRESS :**Rent per week \$ Period of occupancy ..... /..... /..... To ..... /...../.....Agent/Landlord  Business Fax

Reason for leaving

Do you expect the Bond to be refunded in full  Yes  No Why:**PREVIOUS ADDRESS:**Rent per week \$ Period of occupancy ..... /..... /..... To ..... /..... /.....Agent/Landlord  Business Fax

Reason for leaving

**IF PREVIOUS 2 ADDRESSES ARE FOR A COMBINED PERIOD OF LESS THAN 3 YEARS PLEASE PROVIDE A 3<sup>RD</sup> PREVIOUS ADDRESS:**Rent per week \$ Period of occupancy ..... /...../..... To ..... /...../.....Agent/Landlord  Business Fax

Reason for leaving

**EMPLOYMENT:**Current Employer Your Position
 Full Time       Part Time       Casual       Contract
Length of Employment Years Months Net income \$ of each: week / fortnight / monthPayroll / Manager's Name Fax  Business**IF SELF EMPLOYED:**Company & Trading Name: Estimated net weekly income \$Address: ABNPeriod self-employed Years Months Industry/Nature of BusinessAccountant Details  BusinessCreditor Referee  Business**OTHER INCOME: –**Employment/Other: \$ week/fortnight/monthly/annuallyTOTAL \$ week/fortnight/monthly/annually**PETS TO BE KEPT AT THE PROPERTY****(Separate Pet Application to be filled in, pets include birds, fish & reptiles)**

How Many                      Type & Breed of pet

**IF A STUDENT AND NOT CURRENTLY EMPLOYED:**

Student ID #                      Institution                      Course                      Duration

Bank Statements                       Parent/Guardian Letter                       Centrelink Document                       Other

**VEHICLES TO BE KEPT AT PROPERTY:**

Registration No                      Model                      Owned/Hire Purchase

Other

**OCCUPANCY DETAILS: Persons to Reside at Property other than Applicant, including Dependants & other Applicants**

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

**EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVES NOT LIVING WITH YOU:**

1. Name	2. Name
Address	Address
Relationship                      ① H	Relationship                      ① H
① W                      ① M	① W                      ① M

**PERSONAL REFEREES WHO ARE NOT RELATIVES:**

Name	Occupation	① Business Hours	Contact
1.		① Mob	① Work
2.		① Mob	① Work

**DECLARATIONS – APPLICANT TO COMPLETE AND PROVIDE DETAILS AS REQUIRED:**

- Have you ever been evicted by any Lessor or Agent?                       No                       Yes
- Are you in debt to another Lessor or Agent?                       No                       Yes
- Is there any reason known to you that would affect your ability to pay rent when due?                       No                       Yes
- Was your Bond at your last address refunded in full?                       No                       Yes                       N/A
- Do you require a Bond Loan from Department of Housing                       No                       Yes
- I the applicant accept the property in its current condition?                       No                       Yes
- Do you Smoke?                       No                       Yes

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Database records.

I apply for Tenancy for a period of \_\_\_\_\_ Months, at a rental of \$\_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised that this Application is approved, then within 24 hours all approved Applicants are required to sign the General Tenancy Agreement and pay 2 weeks rent and bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, the tenant is responsible to pay rent until a replacement Tenant is secured & the associated costs for breaking the Tenancy Agreement.

Pre-move in costs as itemised below are to be paid by **BANK CHEQUE or MONEY ORDER made payable to North Shore Realty). WE DO NOT ACCEPT CASH or EFT.**

Rent-first 2 weeks rent	2 x \$	= \$	2 weeks rent must be paid with 24 hrs of Application approval
Bond – 4 times weekly rent	4 x \$	= \$	Must be paid BEFORE lease commences
<b>TOTAL PRE-MOVING IN COSTS</b>		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

**NORTH SHORE REALTY**  
**936 David Low Way, MARCOOLA Qld 4564**

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the Privacy Act 1988 & the Australian Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section. A copy of the Privacy Policy is freely available on [www.northshorerealty.com.au](http://www.northshorerealty.com.au) or upon request.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for **North Shore Realty** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below than your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **North Shore Realty**. I authorise **North Shore Realty** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which North Shore Realty subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise North Shore Realty to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

**MARKETING CONSENT**

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree North Shore Realty to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other –

**UTILITY CONNECTIONS**

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. ON THE MOVE is authorised to contact me direct regarding the CONNECTION of these utility services.

**ELECTRONIC TRANSMISSION**

It is agreed consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	