

## **INFORMATION TO ASSIST WITH THE COMPLETION OF YOUR APPLICATION FORM**

- One application form for each person applying for the property must be completed in full
- Each person wishing to be on the lease must provide 100 points Identification (see the section under Emergency Contract for a list of documentation and associated points)
- We highly recommend all applicants must view the property before making application
- All applications are discussed with the property owner
- Please allow up to two days to process applications
- The Property Owner will make the final decision
- Please make sure you print out/read the RTA Rental Lease Terms which will form part of your lease. If you have any questions about these Lease Terms, please ask us for clarification
- Should your application be successful, we will provide you with a RTA Residential Lease. We will arrange an appointment with you to go through all the paperwork and for you to sign the lease at this time
- You will be expected to pay within 24 hours, the first two weeks rent
- We will continue to advertise the property for rent until we receive the first two weeks rent
- Prior to moving into the property, your bond which is equivalent to four weeks rent, will need to be paid. This must be by way of cleared funds into our account. This can be paid by direct debit, credit card (fees are incurred) and/or cash.
- Keys will not be handed over until this bond is received (as cleared funds outlined above)
- Don't forget to connect the power and remember this can take a few days, so allow at least 2-3 day

**Leanne: Mobile 0455 912 910 Email: [leanne@elitenooosa.com.au](mailto:leanne@elitenooosa.com.au)**

**Pip Mobile: 0419 239 855 Email: [pip@elitenooosa.com.au](mailto:pip@elitenooosa.com.au)**

**PO Box 936, Noosa Heads QLD 4567**

**ELITE RENTALS NOOSA ABN: 8061 395 9961**

**Elite Rentals QLD Pty Ltd T/as Elite Rentals Noosa**

# APPLICATION FOR TENANCY

## Item Schedule

### Item

#### 1. TENANCY DETAILS

Address: \_\_\_\_\_

Lease Commencement Date:         /         /         Lease Term:     **0**         **weeks / fortnights / months / years**

Rent:         \_\_\_\_\_ per   **week / fortnight / month**         Bond: \_\_\_\_\_

**Total amount payable on signing of tenancy agreement:** \_\_\_\_\_

Holding deposit (if applicable):         Payable within 1 business day of approval of tenancy application.

**Holding Deposit Acceptance Period:** On payment of the Holding Deposit the Applicant/s must within     **0**         business days  
notify the Agent of their intention regarding the tenancy in accordance with Clause 3.2.

#### 2. LANDLORD / AGENT

Name:     **Elite Rentals QLD Pty Ltd T/as Elite Rentals Noosa**         ABN:     **80613959961**

Address:   **PO Box 936**         Phone:   **0419 239 855**  
            **Noosa Heads QLD 4567**         Fax:     \_\_\_\_\_

Email:    **Pip@elitenooosa.com.au**         Mobile: **0419 239 855**

#### 3. OCCUPANTS

Number of Adults:         Number of Dependents:         Number of Smokers: \_\_\_\_\_

Full name/s of adult/s and dependents to reside on the Premises:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

#### 4. UTILITY CONNECTION *Note: If the Agent has not nominated a Provider, the Agent will NOT arrange connection*

Utility Connection Provider: \_\_\_\_\_

Yes please contact me to arrange my utility connections

#### 5. PETS

Pets Allowed:    Yes    No

Type/Breed:     \_\_\_\_\_         Number: \_\_\_\_\_

Type/Breed:     \_\_\_\_\_         Number: \_\_\_\_\_

#### 6. RENT PAYMENT METHODS & ASSOCIATED COSTS

The Tenant must pay the rent in the approved way/s as indicated below:

(a)    Cash                  Credit Card              Deposit to a financial institution account nominated by the Lessor  
      Cheque                EFTPOS                  Deduction from pay, pension or other benefit payable to the tenant

(b)    Another agreed way\*: \_\_\_\_\_

(Note: Where 'Another agreed way' is ticked the Tenant/s must be given a choice of at least 2 other approved ways for the payment of rent selected from the above)

\*Additional Costs associated with the other approved way of rent payment in 6(b):  
\_\_\_\_\_  
\_\_\_\_\_

#### 7. USE OF PREMISES

Will the Premises be used for business purposes:    Yes    No

#### 8. ADDITIONAL CONDITIONS



## Terms of Application

### 1. Applicant's Warranty

The Applicant/s warrant/s:

- (1) the details provided on their Applicant Details Sheet are true and correct
- (2) no Applicant is bankrupt or insolvent

### 2. Applicant/s Agree/s

The Applicant/s agree/s:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) where the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the *Residential Tenancies and Rooming Accommodation Act 2008*, then:
  - (1) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 2(2).
  - (2) upon the signing of the Tenancy Agreement, to pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the Tenancy Agreement.
  - (3) the Applicant/s will forthwith upon receipt of same, sign the completed Tenancy Agreement.
  - (4) this Application for Tenancy, unless accepted, creates no contractual or legal obligations between the parties.
- (3) that the Landlord/Agent are not required to give an explanation to the Applicant/s for any Application not approved.

### 3. Holding Deposit

Note: Clauses contained under the heading 'Holding Deposit' shall only apply where Holding Deposit details have been completed in Item (1) of the Item Schedule.

- 3.1 If the Applicant/s have paid to the Agent a Holding Deposit, such Holding Deposit, if the Application is successful and a Tenancy Agreement is entered into, will be applied in full or part payment of the Rental Bond and any remainder applied towards the Rent for the Tenancy Agreement.
- 3.2 Should the Application for Tenancy be successful and the Applicant/s fail to, within the Holding Deposit Acceptance Period:
  - (a) accept the offer of tenancy; or
  - (b) otherwise notify the Landlord/Agent of their intentions not to proceed with the tenancy; or
  - (c) having notified of their intention to accept the tenancy, not taken all necessary and reasonable steps to enter into a Tenancy Agreement.

then any Holding Deposit paid by the Applicant/s will be forfeited to the Landlord.

- 3.3 Should the Application for Tenancy not be accepted, the Holding Deposit will be refunded in full to the Applicant/s.
- 3.4 The Applicant/s acknowledge the Landlord/Agent will not accept a Holding Deposit from another prospective tenant until the expiration of the Holding Deposit Acceptance Period (Item 1) which unless otherwise specified shall be 48 hours from the giving of a receipt.

### 4. Privacy Statement

- 4.1 The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy.

- 4.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant/s, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

- 4.3 You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:

- (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
- (2) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
- (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
- (4) previous managing agents and nominated Referees to confirm information provided by you; &/or
- (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
- (6) the utility connection provider, where you have opted for such a service in Item (4), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
- (7) Body Corporates

- 4.4 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.

- 4.5 The Applicant/s have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

- 4.6 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

### 5. Provision of Documents

The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

### 6. Notes to Applicant/s

- 6.1 The following documents form part of this Application:

- (1) Application for Tenancy
- (2) Terms of Application
- (3) Each Applicant's, Applicant Details Sheet
- (4) Any other annexure and/or special conditions as provided by the Agent.

- 6.2 Each Applicant must read and initial every page as acceptance of the information provided.

- 6.3 For the purpose of service of notice, service on any one Applicant shall be deemed to be served on all Applicants.



# APPLICANT DETAILS SHEET

(to be completed by each adult Applicant and unaccompanied minors)

## Item Schedule

Item

### 1. APPLICANT'S DETAILS

Name: \_\_\_\_\_  
 Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Mobile: \_\_\_\_\_ Date of Birth: / /  
 Email: \_\_\_\_\_ Vehicle Rego No.: \_\_\_\_\_

#### 1.1 Current Address:

Period of Occupancy: \_\_\_\_\_ Situation: **Renting / Owned / Other** Other Situation: \_\_\_\_\_  
 Landlord/Agent Details (if applicable): Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: \_\_\_\_\_

#### 1.2 Previous Address (if applicable):

Period of Occupancy: \_\_\_\_\_ Situation: **Renting / Owned / Other** Other Situation: \_\_\_\_\_  
 Landlord/Agent Details (if applicable): Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: \_\_\_\_\_

1.3 Have you ever been evicted from a premises?  Yes  No Are you currently in debt to any Landlord/Agent?  Yes  No

### 2. APPLICANT'S EMPLOYMENT (NOTE: If self employed please provide a statement of income from your accountant / tax returns)

#### 2.1 Current Occupation:

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: \_\_\_\_\_  
 Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 2.2 Previous Occupation:

Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: \_\_\_\_\_  
 Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### 3. REFEREES (All Referees should not be related to you)

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

### 4. EMERGENCY CONTACT

**Note: Required to contact you as a matter of urgency and your normal contact details are not responding.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

### 100 POINTS OF IDENTIFICATION CHECKLIST Each Applicant must produce 100 points of I.D. as marked with an asterisks (\*)

Last 4 Rent Receipts	20 POINTS	<input type="checkbox"/>	Phone, Electricity, Gas or Rates Bills	15 POINTS (each)	<input type="checkbox"/>
Drivers Licence	30 POINTS	<input type="checkbox"/>	Pay Slips	15 POINTS	<input type="checkbox"/>
Photo ID	30 POINTS	<input type="checkbox"/>	Tenancy History Ledger	20 POINTS	<input type="checkbox"/>
Passport	30 POINTS	<input type="checkbox"/>	Bank/Cr Card Statements	15 POINTS (each)	<input type="checkbox"/>
Birth Certificate	30 POINTS	<input type="checkbox"/>		POINTS	<input type="checkbox"/>
Pension or Health Care Card	15 POINTS	<input type="checkbox"/>			
			<b>TOTAL POINTS:</b>		

The Applicant consents to the Agent making enquiries (in accordance with the Privacy Statement on the Application for Tenancy Form) to verify the information provided herein.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Applicant has read the Application for Tenancy & agrees to be bound by the Terms of Application attached thereto.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant's Signature: \_\_\_\_\_ Date: / /

# REQUEST FOR RENTAL REFERENCE

To: **The Property Manager,**

From: **Elite Rentals QLD Pty Ltd T/as Elite Rentals Noosa**

Phone: **0419 239 855**

Fax:

Email: **Pip@elitenooosa.com.au**

**We have received a signed Application for Tenancy from:**

Name: \_\_\_\_\_

Who resided at: \_\_\_\_\_

From:     /     /                      To:     /     /

**It would be greatly appreciated if you could (subject to the provisions of the Privacy Act 1988) complete the following questionnaire and return it to us by fax or email, along with the rental ledger, at your earliest convenience.**

1	<b>LISTED AS TENANTS</b>	Were the above applicants listed as tenants: <input type="checkbox"/> Yes <input type="checkbox"/> No
2	<b>RENTAL PERIOD</b>	From:     /     /                      To:     /     /
3	<b>TERMINATION OF THE LEASE</b>	Terminated by: <input type="checkbox"/> Tenant <input type="checkbox"/> Agent Reason for termination: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
4	<b>RENT PAYMENT</b>	Rent amount: _____ per _____ Payment received on time: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/>
5	<b>BREACHES ISSUED</b>	Number of RTA Form 11 - Notice to Remedy Breach issued: _____
6	<b>ROUTINE INSPECTIONS</b>	Carried out: <input type="checkbox"/> Yes <input type="checkbox"/> No Tenancy issues arising from inspections: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
7	<b>PETS</b>	Animals kept at the Property: <input type="checkbox"/> Yes <input type="checkbox"/> No     Type/s: _____ Problems caused by the pets: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
8	<b>PROPERTY</b>	1. Has the Property been well maintained during the tenancy: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>OR</b> 2. If the Tenant has vacated, was the Property left clean and undamaged apart from general wear and tear on vacating: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
9	<b>HAND OVER</b>	Was tenancy handover delayed: <input type="checkbox"/> Yes <input type="checkbox"/> No     Period: _____
10	<b>RENTAL BOND</b>	1. Do you anticipate the full rental bond to be refunded: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>OR</b> 2. Was the full rental bond refunded: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
11	<b>FUTURE RENTING POTENTIAL</b>	Would you rent to these tenants again: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
12	<b>SIGNATURES</b>	I authorise the Agent to forward this questionnaire to all previous Agents &/or Lessors where I have rented and request that they honestly complete the form.  Applicant 1: _____ Date:     /     / _____ Applicant 2: _____ Date:     /     / _____ Applicant 3: _____ Date:     /     / _____ Applicant 4: _____ Date:     /     / _____