AW PROPERTY MANAGEMENT

Amber Werchon PROPERTY

TENANCY APPLICATION FORM

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission.

I,_____ confirm that I have seen the property at, _____

on_____ and wish to apply for the property in its current condition.

Amber Werchon Property Policy & Procedures:

• Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition. Special consideration will be made for interstate applicants.

• Applications are processed Monday to Friday only. Time frame depends on how easy your references are to contact.

• Each applicant must submit an individual form with 100 points of photocopied identification for each applicant. Please complete all details accurate and legibly, as incorrect details could void your application.

• All applicants will be checked through the Tenancy Information Centre of Australia (TICA).

• Applications are referred to the owner of the property and the owners' decision is considered final.

Should Your Application Be Successful:

• You will not be committed to the property until you view and agree to the relevant Tenancy Agreement and its terms. Once you agree to the relevant terms, you will be committed to the property and are required to pay the first 2 weeks rent within 24 hours. The property will not be removed from our availability list until your rent is paid and agreement fully signed. A tenancy induction will be conducted with all tenants.

• Once the commencement date of the tenancy has been agreed upon, this cannot be changed.

• Before moving into your new home, it will be necessary for you to pay the bond (equivalent of 4 weeks rent) and 2 weeks rent, by either Bank Cheque, Money Order for Direct Credit.

• We are a CASHLESS office. Methods of payments are ONLY Direct Credit, Money Order, Bank Cheque, Eftpos and Credit Card (note credit card has a 1.32% surcharge).

• We do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.

• Once approved all tenants will be required in the office to complete a tenancy induction to sign your General Tenancy Agreement (Monday to Friday between 8.30am and 4pm ONLY) please ensure all approved tenants are present and allow for at least 45 minutes for this process

I have read, understand and agree to all of the terms above. SIGNED: _____

on the move

Let ***On The Move*** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

Ph: 1300 850 360 Fax: 1300 661 160
Email: sales@onthemove.com.au

ELECTRICITY GAS TELEPHONE
BROADBAND FOXTEL

☐ ***YES!!*** *I would like* ***On The Move*** *to contact me to arrange my utilities!*

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

Application for Residential Tenancy

(One application to be completed per person)

REIQ REAL ESTATE INSTITUTE QUEENSLAND

Accredited Agency

Part 1 Rental Property Details

Item 1: ***Agent Details***

Agency name:
AMBER PROPERTY QLD PTY LTD T/A AW PROPERTY MANAGEMENT

Address:
2/3 WOOMBA PLACE, MOOLOOLABA, QLD, 4557
POSTAL ADDRESS: PO BOX 6144, MAROOCHYDORE BC, QLD, 4558

Phone: *(07) 5430 0800* Mobile: *0411 807 555* Fax: *(07) 5430 0889*

Email: *bdm@amberwerchon.com.au*

Item 2: ***Property Details***

Property address

Rent $ a week ☐ a fortnight ☐ a month ☐ Bond $

Tenancy term **Insert "fixed term agreement" or "periodic agreement".**

Starting on / / Ending on / /

Part 2 Applicant Details

Item 3: ***Contact Details***

Full name Date of Birth

Have you been known by any other name(s)? ☐ Yes ☐ No

If Yes, what other name(s) have you been known by?

Work phone Mobile Home phone

Email:

Driver's licence/Passport number State

Number of vehicles Registration number(s)

Item 4: ***Dependants***

Do you have any dependants? ☐ Yes ☐ No

Dependant full name(s)	Relationship to Applicant	Dependant Date of Birth

Item 5: ***Smoking***

Are you or any of the dependants living with you a smoker? ☐ Yes ☐ No

Item 6: ***Pets***

Do you intend to keep pets at the property? ☐ Yes ☐ No

Number of pets Type of pet/s

Are your pets registered with a council? ☐ Yes ☐ No

If Yes, please state which council:

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Item 7: ***Applicants Address History***

Current residential address

Period of occupancy

Type of occupancy: ☐ Rent ☐ Owner ☐ Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Current rent

$ ☐ a week ☐ a fortnight ☐ a month

Reason for leaving:

Previous residential address

Period of occupancy

Type of occupancy: ☐ Rent ☐ Owner ☐ Other >

Previous Agent/Lessor

Agent/Lessor phone

Current rent

$ ☐ a week ☐ a fortnight ☐ a month

Reason for leaving:

Item 8: ***Employment Details***

Are you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)

Employment status: ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Self employed

Occupation

Net income (per week)

$

Date commenced employment (approx)

Date terminated employment (if any)

Employer/Business Name

Address

Phone

If self employed, Accountant's Name

Phone

Item 9: ***Centrelink Payments***

Are you receiving any regular Centrelink payments? ☐ Yes ☐ No

Description of payment(s)

Total income (per week)

$

Date payments commenced

Item 10: ***Student Details***

Are you studying full time? ☐ Yes ☐ No

Name of education institution you are currently attending

Student Identification Number

Are you an overseas student? ☐ Yes ☐ No

If yes, Visa expiry date:

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Item 11: ***Personal References***

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

Referee 1 | Relationship

Address | Phone/Mobile

Referee 2 | Relationship

Address | Phone/Mobile

Item 12: ***Personal Representative***

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative 1 | Relationship

Address | Phone

Representative 2 | Relationship

Address | Phone

Part 3 Supporting Documents

Item 13: **Identification**

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

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- ☐ Passport
- ☐ Full birth certificate
- ☐ Citizenship certificate

40 Points

- ☐ Australian driver's licence
- ☐ Centrelink Card
- ☐ Student Photo ID
- ☐ Proof of age card
- ☐ Department of Veterans Affairs card
- ☐ State/Federal Government Photo ID

25 Points

- ☐ Medicare card
- ☐ Telephone bill
- ☐ Tenancy History Ledger
- ☐ Last FOUR rent receipts
- ☐ Council rates notice
- ☐ Electricity bill
- ☐ Bank statement
- ☐ Rent bond receipt
- ☐ Motor vehicle registration
- ☐ Gas bill
- ☐ Credit card statement
- ☐ Previous tenancy agreement

Item 14: **Proof of Income**

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.
Self employed: Bank Statements, Group Certificate, Tax Return or Accountant's letter.
Not employed: Centrelink Statement.

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Part 4 Declaration

Please declare the following by selecting either TRUE or FALSE

I, the Applicant,

1. have never been evicted by an agent/lessor ☐ True ☐ False
2. have no known reasons that would affect my ability to pay rent ☐ True ☐ False
3. was refunded the rental bond for my last address in full (if applicable) ☐ True ☐ False

   If false, please advise what deductions were made from your bond?

4. have no outstanding debt to another agent/lessor? ☐ True ☐ False

   If false, why are you in debt to your past agent/lessor?

Part 5 Acknowledgement

Please acknoweldge the following by selecting either Yes or No

I, the Applicant,

1. 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. ☐ Yes ☐ No
2. 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. ☐ Yes ☐ No

   2.1 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. ☐ Yes ☐ No

   2.2 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. ☐ Yes ☐ No
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. ☐ Yes ☐ No
4. 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. ☐ Yes ☐ No
5. acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. ☐ Yes ☐ No
6. acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. ☐ Yes ☐ No
7. acknowledge that I have signed the agency's Privacy Notice and Consent. ☐ Yes ☐ No
8. acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. ☐ Yes ☐ No
9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth);* ☐ Yes ☐ No
10. declare that the above information is true & correct and that I have supplied it of my own free will. ☐ Yes ☐ No

Name of Applicant

Signature **Date**

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