

APPLICATIONS

The below information is to help you complete your application form and enable prompt processing. Please make sure you have all the documentation required as outlined below:

- Pay slips, bank statements. If you are Self Employed, we do require a letter from your accountant advising your net income or your last Tax Return
- Centrelink statements
- Current Photo ID – Passport, Drivers license, Proof of Age Card
- Proof of current address – Like car rego papers, telephone bill, electricity bill
- If you are a home owner, a current rate notice and or bank statement to show mortgage payments.
- Pets - Please list all pets on your application. A pet is ANY animal that will be living at the property with you. If you are applying with a pet that requires by law to be registered with council or requires special permits (eg, reptile) please ensure the Pet Agreement is completed with ALL details provided and a photo.

Please ensure you have provided email addresses/fax numbers for current employer, current and previous landlords or managing agent. Your application will not be accepted without these details. To speed up the process of your application, please alert your employers and agents that these requests for information will be in process and we would appreciate a timely response.

What happens next?

Whilst your application is being processed you will receive regular SMS updates to keep you informed of the status of the application. These SMS messages **DO NOT** require a response. They are a courtesy to keep you informed.

If you are successful, you will receive a phone call from the Property Management Team as well as an SMS to advise you are successful and waiting for payment. We will require you to come into the office within 24 hours to complete the process and pay a week's rent to secure the premises and sign your lease agreement with us where we will go over your tenancy agreement in details with you. If your application is unsuccessful, you will receive an SMS. Please understand not every applicant can be successful. Our hardworking Reception Team **DO NOT** know the reason why you were unsuccessful.

This is a non-binding agreement by both parties.

15 Palm Beach Avenue, Palm Beach Phone: 07 5559 9600 Fax: 07 5598 2110 Email: rentals@palmbeachfn.com.au

Please Read Before Completing This Application

- o **YOU MUST HAVE PHOTO IDENTIFICATION TO APPLY FOR A RENTAL PROPERTY.**
- o You **must** fill in all required fields including **phone, email and/or fax numbers** for your Employer, Landlord and /or previous Agent. If this information is not included your application **cannot be accepted**.
- o Each applicant must have at least **one** document from each of the headings below otherwise your application will not be accepted.

PHOTO IDENTIFICATION:	Drivers licence or Passport
PROOF OF CURRENT ADDRESS:	Phone Bill/Electricity Bill/Car Registration or Tax Return
PROOF OF ALL INCOME SOURCES:	Pay Slips/ Centrelink Payment Statement or Bank Statement
PROOF OF RENT PAYMENTS/ HOME OWNERSHIP:	Rent Receipts/Tenant Ledger or Rates Notice
PETS?	Please supply a photo & council registration number

We have inspected the property and wish to apply for six or twelve months (tick one only) from ___/___/___

- o I/we undertake to pay a rental bond equal to 4 weeks rent if my/our Application for Tenancy is successful.
 - o I/we agree to pay one weeks rent upon signing of the Tenancy Agreement and a second weeks rent on receipt of keys.
 - o I/we will pay the bond, which is to be lodged with the RTA by one of the following:
- **BANK CHEQUE CASH EFTPOS CREDIT CARD HOUSING DEPARTMENT *Tick one only***

Personal information is collected from tenants or potential Tenants in the course of a Tenancy Application and any subsequent Tenancy as is necessary for Palm Beach First National to verify the potential Tenant's identity, to process and evaluate the Application and to manage the Tenancy.
I/we acknowledge and understand that should my/our Tenancy Application be unsuccessful that it is policy of Palm Beach First National that all Tenancy Applications and other supporting documents shall be shredded within 2 weeks.

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

First National Palm Beach uses the following tenancy databases:

Tenancy Information Centre Of Australia

What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information?

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor/Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients. The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners. In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

FIRST APPLICANT'S SIGNATURE _____ SECOND APPLICANT'S SIGNATURE _____

THIRD APPLICANT'S SIGNATURE _____ FOURTH APPLICANT'S SIGNATURE _____

DATE ___/___/___

FIRST APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Number of Dependants _____ Names & Ages _____
Email _____ Pets Yes No Type/Breed _____
Drivers Licence Number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Employers Fax or Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Fax Number _____
Accountant _____ Phone Number _____ Fax Number _____
Creditor _____ Phone Number _____

STUDENT DETAILS

Name of Learning Institution _____
Faculty/Department _____ Student Identification (ID) Number _____
Income Source _____ Net Weekly Income: \$ _____

CENTRELINK DETAILS

Type of Payment _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

Previous Address

Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Personal References Name _____ Phone _____
Name _____ Phone _____
Business References Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Mobile _____
Name _____ Relationship _____ Phone _____
Address _____ Mobile _____

Has a landlord or agent ever evicted you? Yes or No Are you an undischarged bankrupt Yes or No **Tick whichever is applicable**
Has any landlord or agent refused you a property? Yes or No **Tick whichever is applicable**
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No **Tick whichever is applicable**
Is there any reason known to you that would affect your ability to pay the rent? Yes or No **Tick whichever is applicable**
Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____ Are you a Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____

SECOND APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Number of Dependants _____ Names & Ages _____
Email _____ Pets Yes No Type/Breed _____
Drivers Licence Number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Employers Fax or Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Fax Number _____
Accountant _____ Phone Number _____ Fax Number _____
Creditor _____ Phone Number _____

STUDENT DETAILS

Name of Learning Institution _____
Faculty/Department _____ Student Identification (ID) Number _____
Income Source _____ Net Weekly Income: \$ _____

CENTRELINK DETAILS

Type of Payment _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

Previous Address

Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Personal References Name _____ Phone _____
Name _____ Phone _____
Business References Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Mobile _____
Name _____ Relationship _____ Phone _____
Address _____ Mobile _____

Has a landlord or agent ever evicted you? Yes or No Are you an undischarged bankrupt Yes or No Tick whichever is applicable
Has any landlord or agent refused you a property? Yes or No Tick whichever is applicable
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No Tick whichever is applicable
Is there any reason known to you that would affect your ability to pay the rent? Yes or No Tick whichever is applicable
Were any deductions made from your rental bond at your last address? Yes or No Tick whichever is applicable
Do you own a lawnmower? Yes or No Do you have a Trailer? Caravan? Boat? Truck? Tick whichever is applicable
Total number of vehicles to be kept on property? _____ Are you a Smoker? Non-Smoker? Tick whichever is applicable

Signature _____ Date ____/____/____

THIRD APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date Of Birth _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Number of Dependants _____ Names & Ages _____
Email _____ Pets Yes No Type/Breed _____
Drivers Licence Number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Employers Fax or Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Length Of Employment _____ Net Weekly Income\$ _____ Full Time Part-Time

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN _____
Industry/Nature Of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Fax Number _____
Accountant _____ Phone Number _____ Fax Number _____
Creditor _____ Phone Number _____

STUDENT DETAILS

Name of Learning Institution _____
Faculty/Department _____ Student Identification (ID) Number _____
Income Source _____ Net Weekly Income: \$ _____

CENTRELINK DETAILS

Type of Payment _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

Previous Address

Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Personal References Name _____ Phone _____
Name _____ Phone _____
Business References Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Mobile _____
Name _____ Relationship _____ Phone _____
Address _____ Mobile _____

Has a landlord or agent ever evicted you? Yes or No Are you an undischarged bankrupt Yes or No **Tick whichever is applicable**
Has any landlord or agent refused you a property? Yes or No **Tick whichever is applicable**
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No **Tick whichever is applicable**
Is there any reason known to you that would affect your ability to pay the rent? Yes or No **Tick whichever is applicable**
Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____ Are you a Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____

FOURTH APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Number of Dependants _____ Names & Ages _____
Email _____ Pets Yes No Type/Breed _____
Drivers Licence Number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Employers Fax or Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Fax Number _____
Accountant _____ Phone Number _____ Fax Number _____
Creditor _____ Phone Number _____

STUDENT DETAILS

Name of Learning Institution _____
Faculty/Department _____ Student Identification (ID) Number _____
Income Source _____ Net Weekly Income: \$ _____

CENTRELINK DETAILS

Type of Payment _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

Previous Address

Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Personal References Name _____ Phone _____
Name _____ Phone _____
Business References Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Mobile _____
Name _____ Relationship _____ Phone _____
Address _____ Mobile _____

Has a landlord or agent ever evicted you? Yes or No Are you an undischarged bankrupt Yes or No **Tick whichever is applicable**
Has any landlord or agent refused you a property? Yes or No **Tick whichever is applicable**
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No **Tick whichever is applicable**
Is there any reason known to you that would affect your ability to pay the rent? Yes or No **Tick whichever is applicable**
Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____ Are you a Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____

Property Address: _____

Reference Number: (office use only) _____

RENT PAYMENT OPTIONS

Dear Tenant

PLEASE SELECT A RENT PAYMENT OPTION FROM THE FOLLOWING:

These are the only ways you can pay your rent to FIRST NATIONAL Palm Beach. You must select ONE preferred method to pay your rent and hand this section back to the office before moving into your rental property, so we can allocate you with a unique reference number.

Under No Circumstances can you use the reference 'rent'.

**FIRST NATIONAL PALM BEACH ACCOUNT NUMBER: 014-636 3773 74512
FORGE PALM BEACH PTY LTD TRUST ACCOUNT**

BPAY: (see enclosed brochure)

This enables you to pay your rent over the telephone by keying in a biller code. You can also use BPAY to pay your rent via your credit card. BPAY charge \$1.25 per transaction. Conditions apply.

INTERNET BANKING / TRANSFER FUNDS:

You can pay your rent over the Internet direct from your account into our trust account. We will issue you with a unique reference so that we know the payment has come from you. At cost with your bank.

DIRECT DEBIT / PERIODIC TRANSFER:

You can set up a periodic transfer or a direct debit with your bank to automatically come out when your rent is due. We will issue you with a unique reference so that we know the payment has come from you. At cost with your bank.

BANK CHEQUE:

You can purchase a bank cheque from any bank, at cost with your bank. Should your cheque bounce there is a dishonour fee of \$45 per dishonour.

RENTAL REWARDS: Pay from your Bank Account, Credit or Debit Cards.

We accept       with  **RentalRewards.com.au**
Powered by PropertyPay

Payments are automatically debited from your nominated account on the due date. Simply register and obtain further information on the benefits of this option via www.rentalrewards.com.au Rental Rewards charge a \$5 monthly membership fee debited from your savings account + 1.1% for payments made from your Credit / Debit Card.

Pet Agreement

This Pet Agreement forms part of the Tenancy Agreement between the Owners/Agents of the property at:

and the following tenants: _____

Basis

The tenants have sought the agreement of the Owner to keep the pet(s) described below in the Schedule on the property and the Owner has consented to permit the pet(s) on the following conditions.

Agreement

The tenants agree that only the pet(s) described in the Schedule will be permitted to remain on the property and that this agreement does not include additional or replacement pets. The tenants also agree that during the course of this agreement they will:-

1. Not to allow the pet(s) inside the house at any time unless specific arrangements have been made in writing with the Owners or their agent.
2. Not to allow the pet(s) to roam unrestrained in public areas other than Council approved areas.
3. Not to allow the pet(s) to disturb the peaceful and quiet enjoyment of surrounding neighbours.
4. Ensure that the current fencing is and will remain at all times adequate to restrain the pet(s).
5. Regularly remove faeces from the lawn and gardens and dispose of it in an appropriate manner.
6. The pet(s) must not be allowed to damage the property and the tenants are responsible to make good at their own expense, any damage caused by their pet(s) inside or outside the house including the gardens, lawns, fences, glass doors & windows, timber doors and frames.
7. To regularly flea control the property to prevent flea infestation.
8. To have the property professionally fumigated inside and outside and deodorised as part of the Terms and Conditions of their Tenancy Agreement when vacating the property and provide a copy of the receipt for the work to the Owner's agent.
9. Should a pet urine smell still be evident inside the property after it has been professionally fumigated inside and outside and deodorised, all floor coverings including the underlay will be removed, the affected areas cleaned and treated and all floor coverings replaced, at the tenant's expense.
10. The tenants accept full responsibility for all animals that have been allowed on the rental property, either with or without the Owners or agents permission and they will be solely liable for any loss, damage or injuries suffered by another person who may have been attacked by such an animal.
11. Should an action be brought against the Owners or their agent for any claim, action, suit or demand, the tenants will indemnify and hold harmless both the Owners and their agent.

Schedule

Details of Pet(s)

Pet type: _____ Age: _____ Breed _____ Name: _____

The pet is registered with Gold Coast City Council? Yes No Not Required Registration number: _____

Pet type: _____ Age: _____ Breed _____ Name: _____

The pet is registered with Gold Coast City Council? Yes No Not Required Registration number: _____

Pet type: _____ Age: _____ Breed _____ Name: _____

The pet is registered with Gold Coast City Council? Yes No Not Required Registration number: _____

Dated this _____ day of _____ 20_____

Tenant signature: _____

Tenant signature: _____

Tenant signature: _____

Tenant signature: _____

Agent or Owner: _____