



Henzells Caloundra

a: 49 Bulcock Street, Caloundra 4551 t: 07 5491 2000 f: 07 5491 5166
e: rentals@henzells.com.au w: www.henzells.com.au

APPLICATION FORM

Please be advised that this application will only be processed once **ALL DETAILS** have been completed and copies of ALL supporting documents attached.

Each applicant must submit an individual form with their own 100 points.

ONE APPLICATION PER PERSON

PROPERTY DETAILS

Address of Property: _____ Rent per week: \$ _____

Lease commencement date: / / Lease Term Required : 6 Months or 12 Months

Names of all other occupants for the property: _____

Names and ages of any children to occupy the property: _____

Number, type & age of pets (pending owner approval) _____

PERSONAL DETAILS

Given Name (s): _____ Surname: _____

Current Address: _____

Phone - Home _____ Work _____ Mobile _____ Fax _____

Email _____ Date of Birth: _____

Drivers License No: _____ Passport No. _____

NEXT OF KIN (Do not include Spouse or person living with you)

Given Name(s): _____ Surname: _____ Relationship _____

Address: _____ Phone _____

Mobile : _____ Email: _____

CURRENT TENANCY DETAILS

Length of time at current address: _____ Rent Paid: _____

Reason for leaving: _____

Name of Landlord/Agent: _____ Phone: _____

Fax:.....

PREVIOUS RENTAL HISTORY

Previous Address: _____

Length of time at above address: _____ Rent Paid: _____

Name of Landlord/ Agent: _____ Phone: _____

Fax:.....

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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"/> |

INFORMATION STATEMENT

(PLEASE READ IN FULL AND SIGN YOUR APPROVAL AND ACKNOWLEDGEMENT)

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and landlord insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contracting out privacy officer Julie Garland. If you do not complete this form or do not sign the consent below, your application for a residential tenancy may not be considered . We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

I, the applicant acknowledge that I have read and understood the above. I authorize HENZELLS Caloundra to collect information about me from:

1. My previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Defaulting database which may contain personal information about me. I authorize HENZELLS Caloundra to disclose details about any defaults by me under the tenancy to which this application related to any tenancy default database to which it subscribes including Tenancy Information centre of Australian (TICA), national Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default database.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

I acknowledge all information provided on this application to be true and correct.

I acknowledge I have read and understand the attached Form 18a.

Please complete this section if you wish to reserve the property for a period of time:

The holding deposit of \$ is equivalent to two week's rent to reserve the premises in favour of you for the period of seven days.

Henzells Caloundra and the applicant hereby agree to the following: Upon Application Approval, payment equivalent of two weeks rent is to be paid as a Holding Deposit on the Property. The tenant agrees to the agency and the option periods . Should the applicant withdraw their application within 24 hours of payment of the holding deposit to the agency, then the deposit will be refunded in full. After the option period the applicant agrees that 50% of the holding deposit will be forfeited.

Applicant Name

Applicant Signature

Date

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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 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 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, money order or internet transfer.**
- 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.

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