

COASTLINE

REALTY

EST. 1993

16 See Street  
Bargara, QLD 4670  
Phone: 07 4159 1499  
Email:

rentals@coastlinerealty.com.au

# TENANCY APPLICATION FORM



## Have you filled in everything correctly?

*Please note we will not process your application if it is not filled in correctly.  
Please ensure you have filled in the below checklist before lodging.*

- Is there an application filled in for **each** prospective resident
- Have you provided 100 points of ID for each application
- If you receive Centrelink benefits your **must** provide a copy of your "Income Statement" – must be that exact document
- A minimum of 2 person references must be provided for each applicant and they cannot be the same as another person applying with you
- Ensure you fill in your preferred commencement date
- If you have a pet, no matter the type, you are required to fill in a pet application and provide a photo
- Minimum** of 5 years property history is required
- Ensure you provide up to date contact information for your employer and that they are aware we will be contacting them
- Have you signed the Privacy page

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## PROPERTY DETAILS

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

Lease Term: \_\_\_\_\_ Years \_\_\_\_\_ Months

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Rent: \$ \_\_\_\_\_ per week



## OCCUPANTS

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

## PERSONAL DETAILS

Given Name/s \_\_\_\_\_ Surname: \_\_\_\_\_

Home No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_

Current Address: \_\_\_\_\_ Do You Smoke: Yes / No

Do you have Pets? Yes / No (If Yes please fill in the pet application)

Have you ever been known by any other name? Yes / No If yes please specify: \_\_\_\_\_

## CURRENT PROPERTY DETAILS

(Min 5 Years Rental History Required)

OWNER / RENTING / BOARDING

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

Agency/Landlord/s Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Time at Property: \_\_\_\_\_ Years \_\_\_\_\_ Months Rent Paid: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## PREVIOUS PROPERTY DETAILS

OWNER / RENTING / BOARDING

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

Agency/Landlord/s Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Time at Property: \_\_\_\_\_ Years \_\_\_\_\_ Months Rent Paid: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## CURRENT EMPLOYMENT DETAILS

Business Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths  
Contact Name: \_\_\_\_\_ Contact No: \_\_\_\_\_  
NET Income per week: \$ \_\_\_\_\_

## SELF EMPLOYED

Company Name: \_\_\_\_\_  
Trading As: \_\_\_\_\_  
ABN: \_\_\_\_\_ Nature of Business: \_\_\_\_\_  
Period of Ownership: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths Total Annual Income: \$ \_\_\_\_\_  
Accountants Name: \_\_\_\_\_ Accountants Number: \_\_\_\_\_  
Address of Business: \_\_\_\_\_

## PREVIOUS EMPLOYMENT DETAILS

Business Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths  
Contact Name: \_\_\_\_\_ Contact No: \_\_\_\_\_  
NET Income per week: \$ \_\_\_\_\_

## CENTRELINK DETAILS

Pension Type: \_\_\_\_\_  
Fortnightly NET Income: \$ \_\_\_\_\_ Income Statement Provided: Yes / No

## PERSONAL REPRESENTATIVE

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

## PERSONAL REFERENCES (Not Family, Landlord's or Current Employers)

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Age: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Age: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Age: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

# PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National 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.

## COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Coastline Realty Pty Ltd 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 two weeks 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 then your Application for Tenancy will 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 Coastline Realty Pty Ltd. I authorise Coastline Realty Pty Ltd 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 eg. TICA. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au)

I authorise Coastline Realty Pty Ltd 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.

|                    |                       |
|--------------------|-----------------------|
| Name of Applicant: |                       |
| Signature:         | Date: ___ / ___ / ___ |

Good Luck!

## SUPPORTING IDENTIFICATION/DOCUMENTATION

Your 100 Points of ID can be made up of the following items as long as least one item is photo ID of some type:

- |   |  |
|---|--|
| <input type="checkbox"/> Drivers Licence – 60 points              | <input type="checkbox"/> Passport – 40 points                    |
| <input type="checkbox"/> Medicare Card/Bank Card – 25 Points      | <input type="checkbox"/> Bank Statement/Utility Bill – 25 points |
| <input type="checkbox"/> Birth Certificate/Rego Bill – 30 points  | <input type="checkbox"/> Previous tenant ledger – 10 points      |
| <input type="checkbox"/> Healthcare Card/Pension Card – 10 points | <input type="checkbox"/> Current Rent Receipts – 10 points       |
| <input type="checkbox"/> 4 Most Recent Pay Slips – 40 points      |  |

Total Points Collected: \_\_\_\_\_

## DECLARATION

- |  |          |
|--|----------|
| 1. Have you ever been evicted by a Landlord/Agent?                     | YES / NO |
| 2. Are you in debt to another Landlord/Agency?                         | YES / NO |
| 3. Was your bond at your last rental refunded in full?                 | YES / NO |
| If No, why? _____  |          |
| 4. What this property in satisfactory condition when you inspected it? | YES / NO |
| If No, please comment on condition: _____                              |          |

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia. I declare I am not bankrupt or an undischarged bankrupt.

I am applying for a tenancy period of \_\_\_\_\_ months at the rent of \$\_\_\_\_\_ and would like to commence by tenancy \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

I understand that the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and an amount, equal to 6 (six) weeks rent (being bond plus the first 2 (two) weeks rent) will be required to be paid. 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, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

## ACKNOWLEDGEMENT

Please acknowledge the following by selecting yes or no:

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| I the Applicant,   |                          |                          |
| 1. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand it is my responsibility to insure my own personal belongings.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 credit worthiness. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.1 – for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquires and searches (including tenancy database   |                          |                          |

searches) as you consider reasonably necessary.

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.

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 3. Acknowledge and accept that if this application is denied, the agent is not obliged to provide reasons why.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 corporate, contractors, other real estate agents, salespeople and tenancy default databases. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Acknowledge that I have signed the agencies Privacy Notice and Consent.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Acknowledge that I have or have available the Information Statement (Form 17a) before completing this application.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Acknowledge that the lessor and the applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Consent of the use of email 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).   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Declare that the above information is true and correct and that I have supplied it of my own free will.   | <input type="checkbox"/> | <input type="checkbox"/> |

|                           |                              |
|---------------------------|------------------------------|
| <b>Name of Applicant:</b> |                              |
| <b>Signature:</b>         | <b>Date:</b> ___ / ___ / ___ |



## TICA Statement & Privacy Act Acknowledgement Form

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 Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

### 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 organisation 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), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) 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.

### Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, 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.

Agency Name: \_\_\_\_\_  
(Herein referred to as the "Agent")

Tenant Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider 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

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- 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 for the purpose of skip tracing. 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.



If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

**Signed by the Applicant(s)**

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

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

Date: \_\_\_\_\_