

Rental Tenancy Application Form

One Application Per Person - Please refer to the Terms and Conditions before making Application.

Please complete the form in full using BLOCK LETTERS. Incomplete Applications cannot be processed.



Contact Gary
 5 Emporio Place, Maroochydore
 Email: info@emporioapartments.com.au
 Web: www.emporioapartments.com.au
 Telephone: 0424 557 791

As we are a Cashless Office, Rent and Bond payments can be made by Direct Deposit **ONLY**

Property Address
Requested commencement date of Tenancy
Tenancy END Date and/or Requested Term of Tenancy
Rental property amount per week \$

Full Name of Applicant		Date of Birth
Business Hours Phone		Mobile
Email Address		
Licence or Proof of Age Card No:		Licence State of Issue:
Current Residential Address		
Vehicle Make & Model:	Colour:	Registration:
Contact details to confirm current living arrangements (please circle) Lessor/ Agent/ Other		
Name	Phone/Mobile	
Previous Residential Address		
Contact details to confirm previous living arrangement (please circle) Lessor/Agent/Other		
Name	Phone/Mobile	
Number of Occupants who will reside at the property		
Number of Dependants who will reside at the property		
Names of Occupants/Dependants	1	2
3	4	5
Personal References (cannot be relatives, partner or other people applying with you)		
1. Name	Business Hours Phone	
POSTAL Address		
2. Name	Business Hours Phone	
POSTAL Address		
Next of Kin (contact in case of emergency or extenuating circumstances)		
Name	Phone/Mobile	

POSTAL Address		
Have you ever Resided at Emporio Apartments No <input type="checkbox"/> YES <input type="checkbox"/> Please Tick?		
Apt Number _____		
When / Period _____		
Employment/Income (please indicate by circling or ticking below) – Part Time/ Full Time/Contractor/ Casual/ Not employed/ Self-employed/ Student Other _____		
Weekly net income \$ _____		
Any other debts/loans currently owing (list weekly payments please)		
1 Car Loan	\$	
2 Personal Loan	\$	
3 Credit Card	\$	
4 Any other loans	\$	
Name of Employer	Payroll Contact Name	
Phone	Email	
Length of Time at Current Employment	Months	Years
If a Student (please circle)	Name of University/Tafe/College/Other	
Student ID number (copy required)	Visa Number (copy required)	
If Self Employed; Name of Business		
Name of Business Accountant		
Address of Accountant		
Email	Phone	Fax
Are you an Australian Citizen? YES NO.		
If No, please provide details of VISA or residency status as part of the application.		

Terms and Conditions

I agree to provide 100 point identification (One of being Photo ID) – requirements are as follows (and VISA or current Residency status in Australia); **PLUS 3 consecutive payslips or 3 months Bank Statements**

Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager.

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or text before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

Rental Tenancy Reference Declaration

OUR AGENCY **EMPORIO APARTMENTS**

EMAIL ADDRESS **info@emporioapartments.com.au**

I provide consent for the agency as part of the application processing to contact all necessary people (including previous or current agents) to verify the application and understand all privacy act requirements will be adhered to by the agency. This document will be sent to your current/or previous agencies

Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency.

By signing this form, I have read and understood clearly all of the information outlined above.

Please Note: PAGE THREE also has to be signed by the Applicant.

Name of Applicant
Signature Date

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome.

Please ensure your best contact details are noted on Page 1 of this Application;

Contact by our Agency may be made via phone, sms or email.
