



1 Griffin Avenue
BUCASIA Q 4750
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TENANCY APPLICATION

Thank you for your enquiry regarding accommodation. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- This Application cannot be processed until it is completed including copies of supporting documents attached:

Mandatory documents:

1. Photo identification: Drivers Licence or Passport or Proof of Age Card or Other Government Photo ID
2. Verification of Address: Car registration certificate or Rates Notice or Bank Statement or other Utility Notice
3. Verification of Financial Capacity: Recent Receipt or Pay Advices or Tenancy Ledger

The agreement is to be signed by all approved lease holders and an amount, Bond + 4 weeks rent is to be paid by Cash, Money Order or Bank Cheque.

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Arrangements made to pay bond and rent in advance within 24 hours of acceptance of application
Payment to be made via EFT to: BSB 084 789 A/c 14362 1365

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

- Application is completed including Consent _____/_____/_____
- Photocopies of mandatory documents attached
- Original ID signatures same as Application
- Tenant given RTA Form 18a to view Completed
- Tenant provided with copy of By Laws

VERIFIED BY: _____

PROPERTY ADDRESS FOR RENT:			
Applicant's Details			
Name in full:		Current Address:	
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
Phone:	Home	Mobile	Business
Email:			
Australian Citizen		Smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No: Refer to copies of Passport and Visa attached		Visa Expiry Date	
Current Tenancy Details if applicable – If you own your own home please supply a rates notice			
Rent per week \$	Period of occupancy	Years	Months
Agent/Landlord	Ph Business	Fax	
Reason for leaving			
Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes <input type="checkbox"/> No Why:	
Previous Address			
Address			
Rent per week \$	Period of occupancy	Years	Months
Agent/Landlord	Ph Business	Fax	
Reason for leaving			
Employment			
Current Employer		Your Position	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
Length of Employment	Years	Months	
Payroll / Manager's Name		Ph Business	
If Self Employed			
Company Name Trading As			
Address		ABN	
Period self employed	Years	Months	Industry/Nature of Business
Accountant Details		Ph Business	
Creditor Referee		Ph Business	
If a Student or Not Currently Employed			
Student ID #	Institution	Course Duration	
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter <input type="checkbox"/> Centerlink Document <input type="checkbox"/> Bank Statements <input type="checkbox"/> Austudy Document <input type="checkbox"/> Other			

Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship
Name	Date of Birth	Relationship

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name		
Address	Address		
Relationship	Ph	Relationship	Ph

Personal Referees who are not Relatives

Name	Occupation	Business Hours Contact
1.		Mob Work
2.		Mob Work

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Was your Bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No:
Was the Property in a satisfactory condition when you inspected it? If not, list requests.	<input type="checkbox"/> Yes	<input type="checkbox"/> No:

I declare the information provided is true and correct. I consent to the verification of details as required. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$_____ per week commencing on ____ / ____ / ____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent and 4 time weekly rent as Bond. 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.

Rent – first 2 weeks rent 2 x \$_____ = \$_____ Rent must be paid within 24 hours of Application approval

Bond – 4 times weekly rent 4 x \$_____ = \$_____ Full Bond equivalent to 4 weeks rent must be paid within 24 hours of Application approval

Total = \$ _____

Payment to be made via EFT to: BSB 084 789 A/c 14362 1365

APPLICANTS SIGNATURE	DATE:
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PRIVACY DISCLOSURE STATEMENT

The Lessor is bound by the National Privacy principles. The Lessor collects 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 we collect from other sources is necessary 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 one month 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 may 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. I authorise the lessor to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;

I authorise the Lessor 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.

MARKETING CONSENT

I understand that the Lessor may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree for the Lessor to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other –

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	