

# TENANCY APPLICATION



**AGENCY NAME** SPHERE MANAGEMENT

**ADDRESS** 154 Musgrave Avenue Southport 4215

**PHONE** 07 55323144

**FAX** 07 55311769

**EMAIL** [info@spheregoldcoast.com.au](mailto:info@spheregoldcoast.com.au)



Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. 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

One Application is to be completed per person.

This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person.

| DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK  | Points per Document |
|--|---------------------|
| <input type="checkbox"/> Drivers Licence, Passport, Birth Certificate  | 40                  |
| <input type="checkbox"/> 18+ Card, Other Photo ID, Recent or Current Pay Advice, Previous Tenancy Ledger   | 30                  |
| <input type="checkbox"/> Previous four rent receipts   | 20                  |
| <input type="checkbox"/> Current vehicle registration certificate, Bank Statement, Credit Card Statement, Telephone, Electricity, Gas Accounts, Pension Card, Health Care Card | 10                  |

### TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS

Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.

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

- ☐ Attached photocopies of documents to meet 100 or more points of ID
- ☐ 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
- ☐ Completed the Pet Application & Agreement form if pets are to reside at the Property

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

| CHECKLIST   | STAFF | DATE     | TIME                               |
|---|-------|----------|------------------------------------|
| <input type="checkbox"/> Application received                       |       | / /      | am/pm                              |
| <input type="checkbox"/> Original ID signatures same as Application |       | / /      | am/pm                              |
| <input type="checkbox"/> Tenant given RTA Form 18a to view          |       | Yes / No | <input type="checkbox"/> Completed |
| <input type="checkbox"/> Tenant received copy of LET13              |       | Yes / No | <input type="checkbox"/> Completed |
| <input type="checkbox"/> Application is completed including Consent |       |          | am/pm                              |

## NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name

Phone

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

- ☐ Website: www. ☐ Newspaper ☐ Agency contact ☐ Sign ☐ Referral ☐ Other Agent
- ☐ Other:

### Applicant's Full Name and Current Address

|      |         |
|------|---------|
| Name | Address |
|------|---------|

### Personal Details

|                     |                |             |             |
|---------------------|----------------|-------------|-------------|
| Date of Birth       | Place of Birth |             |             |
| Drivers Licence No. | Expiry         | Passport No | Expiry Date |

### Applicant's Contact Details

|        |          |            |       |
|--------|----------|------------|-------|
| ☎ Home | ☎ Mobile | ☎ Business | Email |
|--------|----------|------------|-------|

### Australian Citizen

☐ Yes ☐ No: Refer to copies of Passport and Visa attached Visa Expiry Date

### Current Tenancy Details

|   |  |                     |       |        |
|---|--|---------------------|-------|--------|
| Rent per week                                 | \$   | Period of occupancy | Years | Months |
| Agent/Landlord                                | ☎ Business   | Fax                 |       |        |
| 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 | ☎ Business | Fax                 |       |        |

### Employment

Current Employer

☐ Full Time ☐ Part Time ☐ Casual ☐ Contract

|   |                      |            |  |
|---|----------------------|------------|--|
| Your Position   | Length of Employment | Years      | Months   |
| Payroll / Manager's Name  | Fax                  | ☎ Business |  |
| Total Annual Income (as declared to Australian Taxation Office) | \$                   | Pay day is | of each: week / fortnight / month (circle frequency) |

### If Self Employed

|   |            |   |                              |
|---|------------|---|------------------------------|
| Company Name  | Trading As |   |                              |
| Address   | ABN        |   |                              |
| Period self employed  | Years      | Months  | Industry/ Nature of Business |
| Total Annual Income (as declared to Australian Taxation Office) | \$         | Attach income statement by Accountant or ATO Return |                              |
| Accountant Details  | ☎ Business |   |                              |
| Creditor Referee  | ☎ Business |   |                              |
| Creditor Referee  | ☎ Business |   |                              |

## If a Student or Not Currently Employed

|  |  |  |   |                                |
|--|--|--|---|--------------------------------|
| Student ID #   | Institution                                  | Faculty                                  | 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 all Persons to Reside at Property, including Children

| Name | Address | Age |
|------|---------|-----|
|      |         |     |
|      |         |     |
|      |         |     |

**Pets**    ☐ No    ☐ Yes: Refer to attached Pet Application and Agreement completed

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

|         |              |         |              |
|---------|--------------|---------|--------------|
| 1. Name | Relationship | 2. Name | Relationship |
| Address |              | Address |              |
| ☐ H     | ☐ W          | ☐ M     | ☐ H          |
| ☐ W     | ☐ M          | ☐ H     | ☐ W          |
| ☐ M     | ☐ H          | ☐ W     | ☐ M          |

## 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?    ☐ No    ☐ Yes:

Are you in debt to another Lessor or Agent?    ☐ No    ☐ Yes:

Is there any reason known to you that would affect your ability to pay rent when due?    ☐ No    ☐ Yes:

Was your Bond at your last address refunded in full?    ☐ Yes    ☐ No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.    ☐ Yes    ☐ No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. 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 as Part 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.

I understand the Agent uses Agency Name for rent payments and if used the Tenant will incur a fee of \$amount per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to INSERT DETAILS.**

| ITEM   | CALCULATION | \$ PAYABLE | IMPORTANT NOTES  |
|--|-------------|------------|--|
| <b>Rent – first 2 weeks rent</b>                               | 2 x \$      | = \$       | Must be paid BEFORE lease commences  |
| <b>Bond – 4 times weekly rent</b>                              | 4 x \$      | = \$       | Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval |
| NB: If rent is over \$700pw, Bond is as specified on Rent List |             |            |  |
| <b>TOTAL PRE-MOVING IN COST</b>                                |             | <b>\$</b>  | Total to be paid BEFORE lease commences  |

|   |             |
|---|-------------|
| <b>APPLICANT'S SIGNATURE</b>                | <b>Date</b> |
| <b>In Presence of Agency Representative</b> | <b>Date</b> |

**SPHERE MANAGEMENT**  
**Kingfisher building**  
**154 Musgrave Ave Southport 4215**

**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 **our Agency** 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 of **Sphere Management**. I authorise **Sphere Management** 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 to which **Sphere Management** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise **Sphere Management** 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 Agency 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 **Sphere Management** 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 -

**UTILITY CONNECTIONS**

☐ If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Sphere Management is authorized to contact me direct regarding the CONNECTION of these utility services.

**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                |  |
| Time                |  |