

TENANCY APPLICATION



AGENCY NAME	SPHERE MANAGEMENT SERVICES PTY LTD	
ADDRESS	154 Musgrave Avenue Southport 4215	
PHONE	07 5532 3144 (if calling from overseas: +61755323144)	
EMAIL	reception@spheregoldcoast.com.au	
FAX	07 5531 1769 (if faxing from overseas: +61755311769)	

PROPERTY ADDRESS FOR RENT Unit

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.
- 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.
- 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. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

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

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

How did you find out about this Property

Website Newspaper Agency contact Sign Referral Other

Applicant's Details

Name in Full _____ Other Name You have been known by _____

Date of Birth _____ Place of Birth _____

Drivers Licence No. _____ Expiry _____ Passport No _____ Expiry _____

Home Mobile Business

Email _____

Australian Citizen

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

Current Address :

Current Tenancy Details if applicable

Rent per week \$ _____ Period of occupancy Years Months

Agent/Landlord Business Fax _____

Reason for leaving _____

Do you expect the Bond to be refunded in full Yes No Why: _____

Previous Address

Address _____

Rent per week \$ _____ Period of occupancy Years Months

Reason for leaving _____

Agent/Landlord Business Fax _____

Employment

Current Employer _____ Your Position _____

Full Time Part Time Casual Contract

Length of Employment Years Months Pay day is _____ of each: week / fortnight / month

Payroll / Manager's Name Fax _____ Business

If Self Employed

Company Name _____ Trading As _____

Address _____ ABN _____

Period self employed Years Months Industry/ Nature of Business _____

Accountant Details Business

Creditor Referee Business

Income – specify \$Gross per annum and provide verification

• Employment \$ _____

• Self Employment – provide Accountant letter to verify \$ _____

• Other: \$ _____

TOTAL \$ _____

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
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Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter
 Centerlink Document
 Bank Statements
 Austudy Document
 Other

Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
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Other

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

Pets No Yes: **Pet Application and Agreement must be completed and submitted with application.**

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

1. Name	2. Name
Address	Address
Relationship { H	Relationship { H
{ W { M	{ 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 1 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.

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
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	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			
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE _____ **Date** _____

Sphere Management Services Pty Ltd
154 Musgrave Avenue Southport 4215
07 5532 3144

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 Services Pty Ltd**. I authorise **Sphere Management Services 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 to which **Sphere Management Services Pty Ltd** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Sphere Management (RMA)** 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 Services Pty Ltd** 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	
Time	



Phone: 1300 850 360
 Fax: 1300 661 160
 www.onthefmove.com.au
 sales@onthefmove.com.au



Sphere Property Management
 154 Musgrave Ave, Southport, QLD 4215
 Ph: 07 5532 3144 Fax: 07 5531 1769
 kerrym@spheregoldcoast.com.au

Free utility connection service

At On The Move, our aim is simple...

"provide a comprehensive; no obligation free connection service that reduces the stress out of moving."



FREE service



One Stop Shop



No obligation



Quality suppliers

Electricity Gas Telephone Internet Pay TV (Foxtel)

Please tick if an Interpreter is required - Spoken Language: _____

Is the power on? Yes or No Power Meter No: _____

Gas hot water connection is with Origin Gas Meter No: _____

Yes I authorise Sphere Property Management to connect my power as I'm out the country Sign: _____

Connection Date: _____

First Name: _____ Last Name: _____ DOB: ___/___/___

Move in Address: _____ Suburb: _____ Postcode: _____

Contact No: _____ Other Contact No: _____ Email: _____

Drivers Licence: _____ State: _____ or Passport No: _____ Country: _____

Concession Card No: _____ Type: _____ Exp: ___/___/___

Telstra connections require - Name of Employer: _____

Job Title: _____ Employee Contact No: _____

Applicant Signature: _____ Date: ___/___/___

Property Manager's Name: _____

Terms and conditions: By ticking the boxes above, you are consenting to allow On The Move to contact you to arrange your service connection. On The Move may need to Disclose personal information about you to utility providers to arrange your service. On The Move and your Agent do not accept responsibility for any delay or failure to connect or disconnect your services. On The Move and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless advised otherwise. Standard connection fees and bonds may apply. Please contact On The Move if you have not had a response within 24 hours.

Please fax to 1300 661 160