

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



A. AGENT DETAILS
SPHERE MANAGEMENT SERVICES PTY LTD
Kingfisher Building, 154 Musgrave Ave, Southport QLD 4215
Phone: (07) 5532 3144 (overseas +61 7 5532 3144)
Fax: (07) 5531 1769
Email: reception@spheregoldcoast.com.au
Website: www.spheregoldcoast.com.au

B. PROPERTY DETAILS

1. What is the address of the property?
Unit/ Building: _____

Postcode _____

2. Preferred lease commencement date?
_____|_____| Day _____|_____| Month _____|_____| Year

3. Preferred lease term?
_____|_____| Years _____|_____| Months

4. Property Rental? 5. Bond?
\$ _____ Per Week \$ _____

6. Full names of other occupants:

C. PERSONAL DETAILS

7. Please give us your details.
 Mr Ms Miss Mrs Other
Surname _____ Given name/s _____

Date of Birth _____ Driver's licence number _____

Driver's licence state _____ Driver's licence expiry _____

8. Please provide your contact details.
Home phone number _____ Mobile phone number _____

Work phone number _____

Email address _____

9. Are you a smoker?
 YES NO

D. OTHER INFORMATION

10. Please provide details of any boats, trailers, caravans or large vehicles you intend to store at the property.
Registration number _____ Make/model _____

11. Please provide details of any pets.
Breed / type _____ Council registration / number _____

OFFICE USE ONLY – Approved Apartment
Unit/ Building _____
Rent per week \$ _____ Lease Term: _____

E. FREE UTILITY CONNECTION SERVICE

on the move Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL, TENANT'S INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160
Email: sales@onthemove.com.au

YES!! I would like **On The Move** to contact me.

OFFICE USE ONLY
Electricity Meter Number: _____
Gas Meter Number: _____

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

F. APPLICATION HISTORY

12. What is your current address?

Postcode _____

13. How long have you lived at your current address?
_____|_____| Years _____|_____| Months

14. Please tell us about this residential address.
Name of landlord or agent _____

Landlord/agent's phone number _____ Weekly rent paid _____
\$ _____
Reason for leaving this address _____

15. What was your previous residential address?

Postcode _____

16. How long did you live at this address?
_____|_____| Years _____|_____| Months

17. Please give us further information about this rented property.
Name of landlord or agent _____

Landlord/agent's phone number _____ Weekly rent paid _____
\$ _____

G. EMPLOYMENT HISTORY**18. Please provide your employment details.**

What is your occupation?

Employer's name

Employer's address

Contact name

Phone number

Length of employment

Net Income (PA)

 Years Months \$**H. PREVIOUS EMPLOYMENT HISTORY****19. Please provide your previous employment details.**

Occupation

Employer's name

Employer's address

Contact name

Phone number

I. IF YOU ARE SELF-EMPLOYED**20. If applicable, please provide your self-employment details.**

Name of business

Business address

Name of accountant

Phone number

Length of employment

 Years Months

Industry

ABN

ACN

J. IF YOU ARE A STUDENT**21. If applicable, please provide your study details.**

Place of study

Course name

Course end date

K. IF YOU RECEIVE A CENTERLINK PAYMENT**22. If applicable, please provide your details.**

Type of payment

CRN

Amount

Frequency

L. CONTACTS / REFERENCES**23. Please provide a contact in case of emergency.**

Surname

Given name/s

Relationship to you

Phone number

Address

24. Please provide one personal referee (not related to you).

Surname

Given name/s

Relationship to you

Phone number

25. Please provide one professional referee (colleague etc.).

Surname

Given name/s

Relationship to you

Phone number

DECLARATION

Have you ever been evicted by any lessor or agent? Y / N

Have you ever been refused another property by any lessor or agent? Y / N

Are you in debt to another lessor or agent? Y / N

Is there any reason known to you that would affect your rent payment? Y / N

Was your rental bond at your last address refunded in full? Y / N

If NO, what deductions were made?

Rent Arrears: \$ Repairs: \$ Cleaning: \$

100 POINTS OF ID REQUIRED**We require 100 points of ID.****You must have:**

- 1. A current Driver's Licence or other Photo ID**
- 2. Current proof of income**
- 3. Current rent ledger (if renting)**

Applications without 100 Points of ID will not be accepted.**100 Points of ID:**

Driver's Licence	40 points
Passport	40 points
Birth Certificate/Extract	30 points
Other Photo ID	30 points
Current proof of income	20 points
Previous Landlord Reference	20 points
Rent Ledger from other Agent	20 points
Motor Vehicle Registration Certificate	10 points
Bank Statement/Bank Card	10 points
Phone/Electricity/Gas Account	10 points
Pension Card	20 points
Medicare/Healthcare Card	10 points
Rates Notice (Proof of Ownership)	20 points

ACKNOWLEDGMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTION EITHER YES or NO

I, the Applicant:

- 1. Acknowledge that my personal contents insurance is not covered under any Lessor Insurance policies and understand that it is my responsibility to insure my own personal belongings Y / N
- 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 my creditworthiness Y / N
 - 2.1 for such purposes, I authorize you to contact the person's name in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary Y / N
 - 2.2 In doing so, I understand that the information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties Y / N
- 3. Acknowledge and accept that If this application is denied, the Agent is not legally obliged to provide reasons as to why Y / N
- 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 corporates, contractors, other real estate agents, salespeople and tenancy default databases Y / N
- 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application Y / N
- 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application Y / N
- 7. Acknowledge that I have signed the agency's Privacy Notice and Consent Y / N
- 8. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 the Electronic Transactions (Queensland) Act 2001 (QLD) and the Electronic Transactions Act 1999 (CTH) Y / N
- 9. Declare that the above information is true & correct and that I have supplied it of my own free will Y / N

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy principals. We collect personal information about you on this form to assess you application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your most recent employer, your accountant is self-employed and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy including maintenance contractors, body corporates and insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our office and speaking to our Property Management Department. If you do not complete this form or do not sign the consent below, your application for a residential tenancy will not be considered.

PRIVACY CONSENT

I, the applicant, acknowledge that I have read the Privacy Disclosure Statement of Sphere Property.

I authorise Sphere Property to collect information about me from:

- (a) My previous letting agents and/or landlords;
- (b) My personal referees; and
- (c) My current and previous working history.
- (d) Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Sphere Property to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA or National Tenancy Database (NTD)

I authorise Sphere Property to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia and to any third parties such as valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

I have read, understood and agree to the above disclosure.

NAME: **DATE:**

SIGNATURE: