

Tenancy Application

Important Information for All Rental Applicants

Select Noosa's rental department operates from the Sunshine Beach office. Applications can be submitted and processed at:

SELECT NOOSA

Shop 2
20-24 Duke Street
Sunshine Beach
QLD 4567

Required Documentation

In addition to this application the following documents will be required before an assessment of your application can commence.

Proof of Identity –

Refer to the 100 point checklist below. The more points of formal identification you can provide will assist your application.

Proof of Income

- **Wage Earners** – Copies of the four most recent payslips covering a minimum period of four weeks
- **Self Employed** – Can be provided in the format of a letter from your accountant and/or bank statements showing the most recent four weeks of transactions.
- **Centerlink Income** – A Centerlink statement showing the current payment amounts, and a bank statement showing these deposits for the last four weeks.
- **Self Funded** – Can be provided in the format of copied bank statements showing the last four weeks transactions and the overall balance of the account.

Should your income type not fall into one of these categories please ask to speak to a property manager about what will be acceptable.

Rental References – The rental references nominated on your application will be contacted, please nominate from your most recent rentals.

Additional Documentation – To assist the smooth process of your application please provide any additional documentation you may think is relevant to your application.

Document Scoring Checklist

Drivers Licence	40 Points	Medicare Card	20 Points
Passport	40 Points	Bank Debit/Credit Card	20 Points
Photo ID	20 Points	Current Bank Statement	20 Points
Previous four weeks wage Advice	30 Points	Current Telephone Account	20 Points
Previous Tenancy References	20 Points	Current Electricity Account	20 Points
Previous Two Rent Receipts	20 Points	Current Gas Account	20 Points

Please be advised that this application will only be processed once all details and supporting documents have been received in full

It is policy here at SELECT NOOSA for each applicant to be named on the Tenancy Agreement to submit an individual application. Dependants are not required to be listed on the Tenancy Agreement.

Property Details

Property address: _____

Lease commencement date: _____ Lease term requested: _____

Rent per week: \$ _____

Your Personal Details

Given name(s) _____ Surname: _____

Date of Birth: _____

Current address: _____

Mobile phone number: _____ Home phone number: _____

Work phone number: _____ Fax number: _____

Email address _____

Drivers licence number: _____ Drivers licence State: _____

Passport Number: _____ County of issue: _____

Office use only

Your Next Of Kin

Given name(s) _____ Surname: _____

Relationship: _____

Current address: _____

Emergency contact number 1: _____ Emergency contact number 2: _____

Email address _____

Current Accommodation Details (Please provide the last two years)

Length of time at current address: _____ Tenant Owner

Reason for leaving: _____

Name of landlord/agent _____

Contact name: _____ Contact number _____

Office use only

Previous Accommodation Details

Address: _____

Length of time at previous address: _____ Tenant Owner

Reason for leaving: _____

Name of landlord/agent _____

Contact name: _____ Contact number _____

Office use only

Address: _____

Length of time at previous address: _____ Tenant Owner

Reason for leaving: _____

Name of landlord/agent _____

Contact name: _____ Contact number _____

Office use only

All Other Occupants Details all adults must submit an application

Given name(s) _____ Surname: _____

Date of Birth: _____

Current address: _____

Relationship to you: _____

Has this occupant also submitted a Tenancy Application for this property? _____ Yes No

Given name(s) _____ Surname: _____

Date of Birth: _____

Current address: _____

Relationship to you: _____

Has this occupant also submitted a Tenancy Application for this property? _____ Yes No

Given name(s) _____ Surname: _____

Date of Birth: _____

Current address: _____

Relationship to you: _____

Has this occupant also submitted a Tenancy Application for this property? _____ Yes No

Given name(s) _____ Surname: _____

Date of Birth: _____

Current address: _____

Relationship to you: _____

Has this occupant also submitted a Tenancy Application for this property? _____ Yes ___ No

Given name(s) _____ Surname: _____

Date of Birth: _____

Current address: _____

Relationship to you: _____

Has this occupant also submitted a Tenancy Application? _____ Yes ___ No

Office use only

Pets

Type of animal: _____

Breed: _____ Age: _____

Type of animal: _____

Breed: _____ Age: _____

Type of animal: _____

Breed: _____ Age: _____

Type of animal: _____

Breed: _____ Age: _____

Office use only

Employment Details

Occupation: _____ Current Employer: _____

Employers address: _____

Contact name: _____ Contact number: _____

Contact email: _____

Commencement date of employment: _____

If employed less than six months please provide previous employment details

Occupation: _____ Previous Employer: _____

Employers address: _____

Contact name: _____ Contact number: _____

Contact email: _____

Commencement and termination date of employment _____

Office use only

Self Employment Details

Occupation: _____ Length of time self employed: _____

Business address: _____

ABN number _____ Company name: _____

Accountant name: _____ Accountant number: _____

Accountant address: _____

Accountant email address: _____

Office use only

Income Details

Net weekly income from employment: _____

Additional income per week: _____ Source: _____

Additional income per week: _____ Source: _____

Additional income per week: _____ Source: _____

Additional income per week: _____ Source: _____

Privacy Disclosure Statement

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information from you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current and/or previous employer 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 the application is successful we may need to disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owners insurers. We may also send personal information to the owners of any other properties at your request. You have the right to access personal information we hold on file about you by contacting our privacy officer. If you do not complete this form or sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered may be rejected.

Consent

I the applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the agent to collect information about me from:

1. My current and previous letting agents and/or landlords;
2. My named contacts and referees;
3. Any tenancy default database which may contain personal information about me. I also authorise the agent 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 Tenancy Information Centre of Australia (TICA) National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).
4. I authorise the agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties; valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicants full name _____

Applicants Signature _____ Date _____

I acknowledge that this application is subject to the approval of the owner. I declare that all the information in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicants full name _____

Applicants Signature _____ Date _____

Office use only

TICA	Checked <input type="checkbox"/>	Income	Checked <input type="checkbox"/>
Current Agent Employment	<input type="checkbox"/>	Lessor Notified & Approved Applicant Notified	<input type="checkbox"/>
Drivers Licence	40 Points <input type="checkbox"/>	Medicare Card	20 Points <input type="checkbox"/>
Passport	40 Points <input type="checkbox"/>	Bank Debit/Credit Card	20 Points <input type="checkbox"/>
Photo ID	20 Points <input type="checkbox"/>	Current Bank Statement	20 Points <input type="checkbox"/>
Previous 4 weeks wage Advice	30 Points <input type="checkbox"/>	Current Telephone Account	20 Points <input type="checkbox"/>
Previous Tenancy References	30 Points <input type="checkbox"/>	Current Electricity Account	20 Points <input type="checkbox"/>
Previous Two Rent Receipts	20 Points <input type="checkbox"/>	Current Gas Account	20 Points <input type="checkbox"/>
		Total Points scored	_____/100

Notes _____

Processing Manager

Name _____ Signature _____ Date _____