

For each applicant over 18 years of age, you will need to provide the following with your application;

- Photo identification (Drivers licence/Passport/Proof of age card);
- Recent Bank Statements;
- Payslips, Letter of confirmation from Employer, Centrelink forms, University course confirmation letter;
- Rental ledger or Rent receipts;
- Details of Rental and/or Personal Referees, or a copy of last Rates notice if you owned a previous residence.

Application Processing - The privacy statement along with the application form must be completed and all relevant information provided including applicable attachments before this application can be processed. Processing is also conditional upon the availability of the referees & the Landlord(s).

Property Availability - If the application is approved and/or a deposit is paid, it is subject to and conditional upon the property being available for lease at the required or proposed time. Should the property not be available due to delay, change of existing tenancy or any other circumstances, then that property may be withdrawn from offer to lease or appointment rescheduled for commencement.

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents are attached.

Privacy Statement - Modern Agents respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those principles regulate our activities with respect to personal information collected, stored, used and disclosed by us. Personal information is collected from tenants or prospective tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected in the application and during the course of the tenancy, including through property inspection and condition reports, may be disclosed to other parties including to the landlord, employment and personal referees, trades people, owners' corporations, government and statutory authorities, financial institutions, other agents and landlords as well as operators of tenancy reference databases and third parties. We will only disclose your information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988, Tenancy Act and Business Regulations. If you would like to access your personal information stored on our tenancy file or systems within our agency, you can do so by contacting us by one of the methods listed above. You can also request we correct your information if it is inaccurate, incomplete or out-of-date. Note that to access your information stored on a third party 'tenancy reference database' you must contact the relevant company as listed below.

Tenancy Application Collection & Disclosure Notice - The personal information the prospective tenant provides in this application or collected from third parties including employers, personal referees, other agents and landlords, as well as operators of tenancy reference databases is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. If you do not provide us with your personal information as specified on the Tenancy Application form and consent to the disclosure of this information or that collected from third parties then we cannot properly process and evaluate your application.

Tenancy Reference Database Collection & Disclosure Notice - Modern Agents is a member of the national tenancy reference database –TICA Default Tenancy Control Pty Ltd (TICA). Personal information collected from the applicant(s) in the application or during the course of the tenancy, if successful, may be disclosed to these databases for the purpose of referencing previous or current tenancy history records. Information already held on these databases may also be disclosed to the agent and/or landlord for the purpose of processing and evaluating the application. These databases collect personal information on tenants that breach their lease agreement including rent outstanding at the end of a tenancy, damages to property and other breaches. If you do not provide us with your consent to disclose or reference your personal information to these tenancy database then we cannot properly process and evaluate the application therefore we will be unable to provide you with the lease/tenancy of the property. If you would like to access the information collected by these tenancy databases you can do so contacting the relevant organisation below. You can also correct this information if it is inaccurate, incomplete or out - of - date.

I understand that Modern Agents and their representatives 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 to Modern Agents and its representation to use the phone details provided in this application to contact me for marketing purposes until I advise otherwise.

ELECTRONIC TRANSMISSION

It is agreed that 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.

- **If accepted, I understand that a total of 2 weeks rent in advance and 4 weeks bond is required to be paid to Modern Agents on signing the tenancy agreement. Payments can be made by Direct Deposit.**
- *Cash and Credit are NOT accepted. Our office does NOT have Eftpos facilities for payments onsite.*
- I have read and understand all the terms and conditions of this application;
- I have provided all applicable information on and attachments with this application (1 per each applicant);
- All the information I have provided is true, correct and current where applicable;
- I am not bankrupt or insolvent and am able to meet the terms of the lease and rent payments;
- I consent to the privacy statement, collection and confirmation of my personal information;
- I consent to the tenancy reference database collection and disclosure notice.

I understand all the information above and hereby consent to the collection and disclosure of my personal information:

FULL NAME:

SIGNATURE:

DATE:

OFFICE USE ONLY:			
Rental Balance: \$	Lease Length:
Lease Start date:		
TICA: <input type="checkbox"/>	Date:	Rental History Check: <input type="checkbox"/>	Date:
Owner Approval: <input type="checkbox"/>		
Date: Special Conditions:		
Property Manager/s:		

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

MODERN AGENTS

ADDRESS:

PO BOX 971

SUBURB: Mooloolaba

STATE: QLD

POSTCODE: 4557

PHONE:

MOBILE:

FAX:

EMAIL:

0412610683

07 5302 0707

rentals@modernagents.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly Bond: \$ _____

Tenancy Term: _____ Fixed term agreement Periodic agreement

Starting on: _____ Ending on: _____

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by? _____

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: _____ State: _____

Number of vehicles: _____ Registration number(s): _____

ITEM 4: DEPENDANTS

Do you have any dependants? Yes No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? Yes No

ITEM 6: PETS

Do you intend to keep pets at the property? Yes No Number of pets: _____

Type of Pet/s: _____ Are your pets registered with a council? Yes No

If Yes, please state which council: _____

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILSAre you employed? Yes No (if no, please provide details of previous employer, if any)Employment status: Full time Part time Casual Contract Self employedOCCUPATION: _____ NET INCOME (per week)
\$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTSAre you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILSAre you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____
REFEREE 2:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____
REPRESENTATIVE 2:	_____	RELATIONSHIP:	_____
ADDRESS:	_____	PHONE/MOBILE:	_____
SUBURB:	_____	STATE:	_____
POSTCODE:	_____		_____

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport Full birth certificate Citizenship certificate

40 Points

- Australian Driver's Licence Student Photo ID Department of Veterans Affairs card
 Centrelink card Proof of age card State/Federal Government Photo ID

25 Points

- Medicare card Council rates notice Motor vehicle registration
 Telephone bill Electricity bill Gas bill
 Tenancy History Ledger Bank statement Credit card statement
 Last FOUR rent receipts Rent bond receipt Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

TICA

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
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. Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
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. Yes No
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. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

INITIALS



PO Box 971
MOOLOOLABA QLD 4557

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS:.....

TENANT/S NAME:.....

PET DETAILS:

TYPE OF PET.....

NAME:.....

AGE:.....

DESEXED:.....

COUNCIL REG #:.....

TERMS AND CONDITIONS

The tenant/s acknowledge and agrees to the following terms;

- 1) The lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
- 2) Any pets other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with, Approval is NOT guaranteed.
- 3) The tenant shall be liable for any damage or injury whatsoever caused by the pets or their guests pets and regardless of their approval status.
- 4) The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the property whether they are the pet of the Tenant or guest. Tenants pets or their guest's pets and regardless of their approval status.
- 5) The Tenant/s accepts full responsibility and indemnifies the Lessor for any claims by their pet/s or their guests pet/s and regardless of their approval status.

- 6) The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor/Lessor's Agent to be carried out by a Company complying with The Australian Standards, and a receipt must be shown for the services carried out.
- 7) The Pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement.
- 8) By signing this agreement, you are only asking for approval of the above mentioned pet/s to be accepted at the property for which you are applying.
- 9) If approved, you are required to at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section or if already in a signed Tenancy Agreement this Pet Agreement will become binding with your current signed Tenancy Agreement. You will also need to provide this office with a colour photo of the pet/s that has been approved within 7 days of approval.

Acknowledgement by applicant:

The applicant acknowledges and accepts the terms and conditions within this Pet Agreement and this Pet Agreement will form part of the terms and conditions with the General Tenancy Agreement.

Applicant Name:.....

Signature:.....

Dated:.....

MODERN AGENTS AUTHORISATION ON BEHALF OF LESSOR/AGENT

APPROVED: YES/NO

DATE:.....

**NAME AND
SIGNATURE:.....**