



**Chris Couper**  
and Associates  
Surfers Paradise

# **Tenancy Application Form**

## Chris Couper and Associates Surfers Paradise

*Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed.*

**\*\* WE DO NOT ACCEPT ANY MONIES PRIOR TO APPROVAL OF APPLICATION\*\***

**\*\* WE DO NOT ACCEPT CASH, BUSINESS OR PERSONAL CHEQUES WITHIN OUR OFFICE\*\***

Accompanying the application we will require 100 points of CURRENT photocopied identification. We will not accept or process an application with less than 100 points or expired identification. This MUST include photocopies of Photographic ID and Proof of Income. Photocopying at \$1.00 per page is available within our office.

The following are examples of what we will accept and require (we do not accept Credit or Debit Cards as ID).

FORM OF ID	EXAMPLE	POINTS
<b>Nationally recognised Photo ID (Compulsory)</b>	<b>Drivers Licence 18 + Card Passport</b>	<b>40 Points</b>
<b>Proof of Income (Compulsory)</b>	Most Recent Four weeks of pay slips Recent Centrelink Statements ATO Statement (If Self Employed) Child Support Payment Statement	<b>30 Points</b>
Other Photo ID	Employment / Club Membership / School ID Cards	30 Points
Birth Certificate		30 Points
Mortgage Statement		20 Points
Past Lease Agreement		20 Points
Rental Ledger		10 Points
Bank Statement		10 Points
Proof of Current Address	Pension Card Phone / Electricity / Gas Accounts Car Registration	10 Points
Medicare Card		5 Points

Should you wish to have your pet reside on the property with you we recommend you also provide the following:

Registration Documentation	Written Reference – From Neighbours & / or Past Landlord
Immunisation Documentation	A Recent Photograph

You will be contacted whether or not you are successful. On approval of a successful payment of the first two (2) weeks rent as minimum is required and paperwork to be complete within 24 hours. A balance of four (4) weeks rent as bond will be required prior to the commencement of tenancy. Should you decide you no longer wish to rent the property this first two weeks is **NON – REFUNDABLE**. Please note we DO NOT accept Cash, Personal Cheques or Bond Transfers nor do we have EFTPOS or Credit Card Facilities available to tenants.

Please allow 45 – 60 minutes for sign up. You will be required to bring your bank account details to this appointment also. Lease sign ups WILL NOT be completed any later than 4pm Weekdays. Keys will only be issued on the date of lease commencement NOT SOONER. In accordance with Residential Tenancy Authority regulations, all bond monies received will be disbursed to the RTA within 10 days, a receipt will then be forwarded to you from the RTA acknowledging this has occurred.

**\*\* PLEASE NOTE THAT THE DATE PROPERTIES ARE LISTED AS AVAILABLE MAY BE SUBJECT TO CHANGE WIHTOUT NOTICE AND CHRIS COUPER AND ASSOCIATES SURFERS PARADISE WILL NOT BE LIABLE FOR ANY INCONVENIENCE OR COSTS INCURRED BY INCOMMING TENANTS\*\***

**\*\* ALL DOCUMENTS COLLECTED FOR SUCCESSFUL APPLICATIONS WILL REMAIN ON FILE\*\***

**\*\* FINAL APPLICATION APPROVAL IS AT LANDLORDS DISCRETION – NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS, ALL UNSUCCESSFUL APPLICATIONS WILL BE SHREDDED TO MAINTAIN YOUR PRIVACY\*\***

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT OF CHRIS COUPER AND ASSOCIATES SURFERS PARADISE

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about 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 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 this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's 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 privacy officer. If you do not complete this form or do not 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.

## PRIVACY DISCLOSURE STATEMENT FOR TENANT RELATED DATABASES

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

\_\_\_\_\_  
**Tenant Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Chris Couper and Associates Real Estate. I authorise Chris Couper and Associates Real Estate to collect information about me from:

1. My previous letting agents and / or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Chris Couper and Associates to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default databases to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD), Australian Business Register (ABR) and / or Trading Reference Australia (TRA). I also authorise Chris Couper and Associates Real Estate to disclose my current contact details to the above databases should I have any outstanding debts or listings.

I authorise Chris Couper and Associates to disclose the personal information it collects 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, body corporates, other agents any tenancy default databases.

\_\_\_\_\_  
**Tenant Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.

## DECLARATION

The applicants do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and or conduct inquiries and or searches with regard to the references supplied in this application. The said applicant declares that:-

1. I have inspected the property and have decided on my own accord to rent the aforementioned property and understand that I will be taking the property as presented at the inspection; any changes to the property will not be noted by myself & the agent on the Entry Condition Report.
2. I have been informed, understand and agree that the rental for the aforesaid property is within my own means to support and there are no issues that I am aware of that may change my ability to pay rent at any time, if my circumstances change I will advise the agent immediately.
3. I have been informed, understand and agree that the rental for the said property is to be paid every week and is to be two weeks in advance at all times failure to do so will result in Notice to Remedy Breach being issued and potentially a Notice to Leave.
4. I have been informed, understand and agree that the bond for the aforesaid property will be equivalent to four (4) weeks rent and I further agree and undertake to pay the bond on signing the tenancy agreement. I further authorise the managing agent to attend all details regarding the bond lodgement of the said rental bond to the appropriate authority.
5. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs or damage to the aforesaid property during the term or at the expiry of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me / us.

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 Chris Couper and Associates  
 Surfers Paradise



6. I have been informed, understand and agree that should this application not be accepted, the agents not required or obliged to disclose why or supply any reason for the rejection of application.
7. I have been informed, understand and agree that should this application be approved, upon approval of this application, two (2) weeks rent MUST be paid upon signing of the lease agreement. This is NON – REFUNDABLE should I decide not to proceed.
8. I have been informed, understand and agree that should this application be approved, upon arrival of this application, I / we will be required to pay rent using RENT MATE. I / we understand that this does incur a transaction fee of \$2.50 for all direct debit payments from my bank account, a 2.65% transaction fee for any payment made via Credit Card, these fees are added to the payment at the time of the transaction.
9. I have been informed, understand and agree that the said two (2) weeks rent will be allocated to the first two (2) weeks rent that becomes due and payable, it is not two weeks extra to be held until the end of the tenancy.
10. I have been informed, understand and agree that should my application be successful all copies of relevant documents provided with this application will remain on file.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

First Payment: (Equivalent to Two (2) weeks rent, due within 24 hours of approval)	\$
Rental Bond: (Equivalent of Four (4) weeks Rent)	\$
Transaction Fees: RentMate	\$

I acknowledge that this application is subject to the approval of the investor. I declare that all information contained 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.

<b>Tenant Name</b>	<b>Signature</b>	<b>Date</b>
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**PLEASE ANSWER THE FOLLOWING**

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| Have any of your previous tenancies been terminated?                          | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you ever been evicted from a property or issued a Warrant of possession? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Are you or have you ever been in debt to another Lessor or Agent?             | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Are you or have you ever been declared bankrupt?                              | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Is there an existing reason that may affect your rent payments?               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

If yes, please provide details:

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## PROPERTY DETAILS

Address of Property:

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Lease Commencement date:

Lease Term:

No. occupying the property:

## PERSONAL DETAILS

Given Name(s):

Surname:

Previous / Other Names (e.g. Maiden):

Date of Birth:

Current Address:

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Home Phone:

Work Phone:

Mobile:

Fax:

Email:

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Drivers Licence / 18 + Card No:

State of Issue:

Passport No:

Country of Issue:

## ALL ADDITIONAL OCCUPANTS & APPLICANTS TO RESIDE AT PROPERTY (Full Names & Birth Dates)

## PETS (Type, Breed, Age & Council Registration Number)

## NEXT OF KIN (Emergency Contact)

Name(s):

Relationship:

Address:

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Phone:

Mobile:

Email:

## CURRENT RESIDENTIAL ADDRESS:

Address:

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Length of time at current address:

Rent Paid:

per week

Reason for leaving:

---

Name of Landlord / Agent:

Phone:

Landlord / Agent Address:

Fax:

## PREVIOUS RESIDENTIAL HISTORY

Previous Address:

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Length of time at above address:

Rent Paid:

Name of Landlord / Agent:

Phone:

Landlord / Agent Address:

Fax:

### CURRENT EMPLOYMENT

Occupation:	Current Employer:
Employers Address:	
Contact Name (Pay roll / Manager):	Contact Number:
Contact Fax:	
Length of Employment:	Net Weekly Income:

### SELF EMPLOYMENT DETAILS

Company Name:	Business Name:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Net Weekly Income:	Duration of Operation / Trading:

### PREVIOUS EMPLOYMENT

Occupation:	Current Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment:	Net Weekly Income:

### STUDY HISTORY (STUDENTS)

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

### PERSONAL REFEREES (Other than Next of Kin & Additional Occupants)

Referee Name:	Relationship:
Phone:	Mobile:
Referee Name:	Relationship:
Phone:	Mobile:



Chris Couper & Associates Surfers Paradise  
 ABN: 13 081 975 091  
 Shop 4, 3191 Surfers Paradise Boulevard  
 SURFERS PARADISE QLD 4217  
 Phone: (07) 5526 9777 Fax: (07) 5526 8899

# TENANCY APPLICATION EMPLOYMENT VERIFICATION FORM

**Please return by fax to (07) 5526 8899**

## APPLICANTS PERSONAL DETAILS

Given Names (s): \_\_\_\_\_ Surname: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Drivers Licence: \_\_\_\_\_  
 Reference Address: \_\_\_\_\_

## EMPLOYER DETAILS

Attention: \_\_\_\_\_  
 Company / Employer Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## PLEASE ANSWER THE FOLLOWING

Confirm company name and address? Yes No  
 On what basis are they employed? (Full time, Part time, Casual) \_\_\_\_\_  
 Would you describe this person as reliable? \$  
 How many years has the person been employed with the Company? \_\_\_\_\_  
 Can you confirm that the applicant is earning \$ \_\_\_\_\_ ner per week? Yes No

## ADDITIONAL COMMENTS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Completed By:

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date & Time Complete \_\_\_\_\_

#### Collection Notice

The personal information the prospective lessee/tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity; to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the lessor/s, references, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and or/lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents.. If the application would like access to the personal information the agent holds, they can do so by contacting Chris Couper & Associates, Shop 4/3191 Surfers Paradise Blvd, SurfersParadise Ph 5526 9777 or fax 5526 8899 or email [info@chriscoupersurfers.com.au](mailto:info@chriscoupersurfers.com.au) . If the information is not provided the Agent may not be able to process the application and manage the tenancy. Information provided in this reference where confidential will not be forwarded onto the tenant.

Applicants signature: \_\_\_\_\_  
 Applicants Name: \_\_\_\_\_

# TENANCY APPLICATION AGENCY VERIFICATION FORM

**Please return by fax to (07) 5526 8899**

Shop 4, 3191 Surfers Paradise Boulevard  
SURFERS PARADISE QLD 4217  
Phone: (07) 5526 9777 Fax: (07) 5526 8899  
ABN: 13 081 975 091

## LANDLORD/ AGENT DETAILS

Landlord/Lessors Agent \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## APPLICANTS PERSONAL DETAILS

Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers Licence: \_\_\_\_\_

Reference Address: \_\_\_\_\_

### Please Answer the following:

Was the applicant listed as a tenant and duly sign the Tenancy Agreement \_\_\_\_\_ Yes/No

How long was the tenancy? \_\_\_\_\_

What was the maximum rent paid during the tenancy? \$ \_\_\_\_\_

Did your Office terminate the tenancy? \_\_\_\_\_ Yes/No

During the tenancy was the tenant in arrears? \_\_\_\_\_ Yes/No

If yes on how many occasions? Form 11 \_\_\_\_\_ Form 12 \_\_\_\_\_

Reason for Breach \_\_\_\_\_

Were Periodic Inspections carried out? \_\_\_\_\_ Yes/No

What was the frequency of Inspections? Quarterly ½ Yearly Yearly

Were pets kept on the premises without permission? \_\_\_\_\_ Yes/No

Did the tenant leave the premises without permission? \_\_\_\_\_ Yes/No

Did the tenant leave the exterior of the property (yard) well maintained? \_\_\_\_\_ Yes/No

Was the bond refunded in full? \_\_\_\_\_ Yes/No

• If no, were the deductions for rent? \_\_\_\_\_ Yes/No

• If no, were the deductions for cleaning? \_\_\_\_\_ Yes/No

• If no, were the deductions for damages? \_\_\_\_\_ Yes/No

• If other, Please specify \_\_\_\_\_

Would you rent a property to this applicant again? \_\_\_\_\_ Yes/No

### Completed by:

Lessor/Lessors Agent Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date & Time completed: \_\_\_\_\_

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Applicants signature: \_\_\_\_\_

Applicants Name: \_\_\_\_\_