

**Thank you for Choosing to Rent with Harcourts Coastal!**

We hope this information will help you understand our processes and will make your renting experience with Harcourts, simpler.

**AN APPLICATION WILL NEED TO BE COMPLETED BY EACH OCCUPANT.**

**Viewing Properties:**

Please note, that it is our office policy that properties must be viewed prior to submitting applications. Should you be unable to view the property (perhaps your moving from interstate), please advise and we'll try to assist as much as possible.

**Application Process:**

At Harcourts, we know it takes time to complete application forms and provide 100 points of I.D, therefore you can be assured that you will be notified whether you've been successful within 48 hours should all references be contactable. Please note, in most circumstances we will be able to do this within 24 hours.

Please understand that we can't accept incomplete applications or begin processing applications without 100 points of I.D. Please contact our office for more ideas of proving your I.D. should you not be able to show 100 points in the suggested format.

If you have a previous rental ledger, please submit this with your application – this will help speed up the process. If you have been unsuccessful, we will retain your application for a period of 7 days, after which time it will be securely destroyed in accordance with the Privacy legislation.

**Initial Payment of Rent:**

Once you've been approved, we will require you to pay your first two weeks rent within 24 hours. This payment can be made by Bank Cheque or Money Order or electronic transfer using DEFT payment systems.

**Preferred Methods of Rent Payments:**

We offer a convenient payment system which allows you to pay your rent via electronic transfer using DEFT payment systems. Please note, we do not accept personal cheques for the initial payment. We do not accept cash under any circumstances.

**Bond:**

We require equivalent of 4 weeks rent. Your bond will be lodged with the Residential Tenancy Authority and you will be provided with a receipt. Please note, you will be required to pay bond prior to being issued keys to the property. Bond can be paid in the form of a Bank Cheque, Money Order or electronic transfer. Please note, we will not accept Bond Transfers.

**Our Office Hours:**

Our office is open Monday to Friday – 8:30am until 5:00pm. Saturday 9:00am – 1:00pm (Broadbeach office only)

***All tenancy applications are referred to TICA (Tenancy Information Centre of Australia) and other relevant tenancy databases for confirmation of details supplied.***

Please return the application via email: [rentals@coastal.com.au](mailto:rentals@coastal.com.au), fax: 07 5526 0699

Or drop in to our office at 16 Queensland Ave, Broadbeach QLD 4218 or 12 Grice Ave Paradise Point,

Or 14/331 Hope Island Road Hope Island

If you have any questions, please call 07 5526 6999

# APPLICATION FOR RESIDENTIAL TENANCY

(One application to be completed per person)



## Part 1 Rental Property Details

### Item 1: Agent Details

Agency name:

BEYOND RESERVE PTY LTD T/AS HARCOURTS COASTAL

Address:

16 QUEENSLAND AVE BROADBEACH QLD 4218

Phone:

07 55266999

Mobile:

Fax:

07 55260699

Email: rentals@coastal.com.au

### Item 2: Property Details

Property address

Rent

\$

a week

a fortnight

a month

Bond

\$

Tenancy term

6 or 12 months

Starting 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: Occupant Details

Number of Children - (if any) \_\_\_\_\_

Age	Date of Birth	Name

Total number of occupants who will live in this property? \_\_\_\_\_

Name of all Occupants to occupy premises:

### 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 - Age – Breed – Approximate weight


Are your pets registered with a council?  Yes  No

If Yes, please state which council:

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**Item 7: Applicants Address History**

**Current residential address**

--

Period of occupancy

--

Type of occupancy:

Rent  Owner  Other >

--

Current Agent/Lessor (if renting)

--

Agent/Lessor phone

--

Current rent

\$
----

a week  a fortnight  a month

Reason for leaving:

--

**Previous residential address**

--

Period of occupancy

--

Type of occupancy:

Rent  Owner  Other >

--

Previous Agent/Lessor (if renting)

--

Agent/Lessor phone

--

Previous rent

\$
----

a week  a fortnight  a month

Reason for leaving:

--

**Item 8: Employment Details**

Are you employed?  Yes  No (if no. please provide details of previous employer, if any)

Employment status:  Full Time  Part Time  Casual  Contract  Self employed

Occupation

--

Net income (per week)

--

Date commenced employment (approx)

--

Date terminated employment (if any)

--

Employer/Business Name

--

Address

--

Phone

--

If self-employed, Accountant's Name

--

Phone

--

**Item 9: Centrelink Payments**

Are you receiving any regular Centrelink payments?  Yes  No

Description of payment(s)

Total income (per week)

\$

Date payments commenced

**Item 10: Student Details**

Are you studying full time?  Yes  No

Name of education institution you are currently attending & course

Student Identification Number

Are you an overseas student?  Yes  No

If yes, Visa expiry date:

**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

Referee 2

Relationship

Address

Phone/Mobile

**Item 12: Personal Representative**

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

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

**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

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full birth certificate | <input type="checkbox"/> Citizenship certificate |
|-----------------------------------|---|--|

40 Points

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Australian drivers licence | <input type="checkbox"/> Student Photo ID  | <input type="checkbox"/> Department of Veterans Affairs card |
| <input type="checkbox"/> Centrelink Card            | <input type="checkbox"/> Proof of age card | <input type="checkbox"/> State/Federal Government Photo ID   |

25 Points

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Medicare card           | <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Motor vehicle registration |
| <input type="checkbox"/> Telephone Bill          | <input type="checkbox"/> Electricity bill     | <input type="checkbox"/> Gas bill                   |
| <input type="checkbox"/> Tenancy History Ledger  | <input type="checkbox"/> Bank Statement       | <input type="checkbox"/> Credit card statement      |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Rent bond receipt    | <input type="checkbox"/> 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, bank statement

**Part 4 Declaration**

**Please declare the following by selecting either TRUE or FALSE**

- I, the Applicant,  True  False
- Have never been evicted by an agent/lessor  True  False
  - Have no know reasons that would affect my ability to pay rent  True  False
  - 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?
  - Have no outstanding debt to another agent/lessor?  True  False  
 If false, why are you in debt to your past agent/lessor?

## Part 5 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   | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> 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.<br>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.<br>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 | <input type="checkbox"/> Yes<br><input type="checkbox"/> Yes | <input type="checkbox"/> No<br><input type="checkbox"/> No |
| 3. | Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.   | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| 4. | Consent and understand that should my tenancy be accepted & 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.  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| 5. | Acknowledge that I have signed the agency's Privacy Notice and Consent  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| 6. | 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   | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| 7. | 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 (Cths):  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| 8. | First 2 weeks rent payable with 24 hours of approval – full bond to be paid before keys are collected   | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| 9. | Declare that the above information is true & correct and that I have supplied it of my own free will  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |

**Name of Applicant**

**Signature**

**Date**



Electricity

Gas

Insurance

Internet Phone

Removalist

Pay TV

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



Please provide your personal details:

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Licence/Passport/Medicare card: \_\_\_\_\_ State: \_\_\_\_\_

Please provide your contact details:

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Connection Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Property for connection:

Unit/Floor no: \_\_\_\_\_ Street no: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address:

Unit/Floor no: \_\_\_\_\_ Street no: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_



***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

## Privacy Notice and Consent

Consent

I, \_\_\_\_\_  
(Full Name)

Of \_\_\_\_\_  
(Residential Address)

Have read and understood the attached information. I authorise employees of Harcourts Coastal, and independent contractors of Harcourts Coastal including their directors, officers and employees, to obtain relevant information from and release information to the parties described on page 2 to assist with my involvement with Harcourts Coastal. I understand that I can revoke my authority, or if I decline to provide information as requested by Harcourts Coastal, Harcourts Coastal may be unable to provide the products or services I have requested.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature (if under 18 years of age): \_\_\_\_\_

### Privacy

Beyond Reserve Pty Ltd (CAN 101 817 798) trading as Harcourts Coastal is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Harcourts Coastal's condensed Privacy Notice. Harcourts Coastal also has a full Privacy Policy, which contains information about how you can complain about any breach by Harcourts Coastal of the APPs or and applicable APP code. A full copy of our Privacy Policy can be assessed at [www.coastal.harcourts.com.au](http://www.coastal.harcourts.com.au)

### Information Collection, Use and Disclosure

During the course of your involvement with Harcourts Coastal, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as a lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancy Authority;
- Recording or accessing information on the Tenancy Information Services or Databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name; Your date of birth; Your work telephone number; Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;



In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;

Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;

- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payment system including financial institutions, merchants and payment organisation;
- The titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy Information Services or database;
- Real Estate websites;
- Real Estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as, a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Harcourts Coastal collecting and releasing your personal information as described above, we may be unable to provide the services as requested by you.

#### **Access to, and correction of personal information**

You have the right to request access to your information and to request that Harcourts Coastal update or correct your personal information. A charge may apply for those providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of your personal information.

#### **Contacting Us**

You may contact us by mail, email or telephone as follows:

16 Queensland Avenue, Broadbeach

12 Grice Avenue, Paradise Point

P: 07 5526 6999

E: [coastal@harcourts.com.au](mailto:coastal@harcourts.com.au)