



TENANT APPLICATION FORM

APPLICATIONS WILL **NOT** BE PROCESSED IF ALL INFORMATION IS NOT SUPPLIED

The property will not be held for you until the application has been approved and the first 2 weeks rent has been paid to our office in cleared funds.

PLEASE RETURN YOUR APPLICATION AND SUPPORTING DOCUMENTS TO THE OFFICE LISTED ON THE PROPERTY LISTING ON THE CORONIS WEBSITE OR RENT LIST

Arana Hills

Shop 1/288 Dawson Parade, Arana Hills QLD 4054

T 07 3351 5151 F 07 3351 0027

E arana@coronis.com.au

Aspley

613a Robinson Road, Aspley QLD 4034

T 07 3263 2055 F 07 3263 2417

E aspley@coronis.com.au

Bracken Ridge

Cnr Gawain Road & Lavaine Street, Bracken Ridge QLD 4017

T 07 3105 5788 F 07 3261 8478

E brackenridge@coronis.com.au

Burpengary

Shop 9/23 Progress Road, Burpengary QLD 4505

T 07 3888 5565 F 07 3888 5563

E burpengary@coronis.com.au

Caloundra

24 Bulcock Street, Caloundra QLD 4551

T 07 5491 1400 F 07 5491 8022

E caloundra@coronis.com.au

Coorparoo

211 Old Cleveland Road, Coorparoo QLD 4151

T 07 3038 3038 F 07 3324 1667

E coorparoo@coronis.com.au

Kelvin Grove

208 Kelvin Grove Road, Kelvin Grove QLD 4059

T 07 3356 0660 F 07 3356 1953

E kelvingrove@coronis.com.au

Redcliffe

Shop 1/260 Oxley Avenue, Margate QLD 4019

T 07 3883 4877 F 07 3883 4744

E redcliffe@coronis.com.au

Stafford

262 Stafford Road, Stafford QLD 4053

T 07 3357 7377 F 07 3857 6797

E stafford@coronis.com.au

Warner

Warner Shopping Village

Cnr Samsonvale Road & Old North Rd, Warner QLD 4500

T 07 3882 4955 F 07 3882 4944

E warner@coronis.com.au

PHOTO IDENTIFICATION

When returning your application, you MUST submit a form of photo identification

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application.

YOUR APPLICATION WILL NOT BE PROCESSED IF ALL

DOCUMENTS ARE NOT GIVEN. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check – Should you be unable to meet the 100 point check criteria, please speak with the property manager.

50 points Previous Rent Ledgers

40 points Bond Refund History

30 points Passport

30 points Drivers License

30 points Proof of income (payslips/Centrelink statement)

20 points Birth Certificate

20 points Min. 2 references from previous Agent/Lessor

20 points Current Motor Vehicle Rego Papers

10 points Copy of Telstra/Energex/Gas Account

Must include some form of Photo ID

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY – PAYMENT of 2 weeks rent

Once the application has been approved you will be required to pay a minimum of 2 weeks rent to secure the property. Please note that this must be paid in cleared funds (money order or bank cheque). Personal cheques will not be accepted. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

FUTURE PAYMENT METHODS

Please note: this application WILL NOT be processed unless a payment method is selected and all forms are completed.

CUSTOMER SERVICE STANDARDS

WE CARE FOR OUR TENANTS

Our philosophy is that tenants are our business! Without you we have no business. For this reason it is more important than ever that we value, respect and care for your needs. We don't want you to feel as outsiders; but part of our business. We understand that you deserve our immediate attention with requests and deserve to be greeted with a friendly courteous smile at all times.

Our customer service standards are:

- To present to you well-maintained and clean properties
- To process tenancy applications within 48 hours
- To clearly explain your rights and obligations at the commencement of the tenancy
- To prepare all documentation in accordance with the Residential Tenancies Act
- To prepare a detailed condition report and inventory list if applicable
- To collect a full rental bond prior to the tenant receiving the keys
- To respond to your telephone calls within 24 hours
- To respond to fax and email requests within 48 hours
- To attend to complaints promptly and to listen and understand the point of view of both sides
- To attend to maintenance promptly in accordance with priority
- To keep all appointments and turn up on time (extreme circumstances prevailing)
- To carry out regular property inspections and forward a detailed report to our lessor
- To protect your privacy in accordance with legislation requirements
- To ensure that you have quiet enjoyment of your home
- To provide you with a quality service based on honesty, integrity and professionalism
- To not make excuses but provide solutions

WE WANT TO DELIGHT YOU WITH OUR SERVICE



GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if applicable) can be made available to you. It is important that you read and understand this documentation including any special conditions prior to entering into the tenancy agreement.

COLLECTION OF KEYS

Our office is open Monday to Friday 8:30am – 5:00pm & Saturday 9:00am – 4:00pm

You will need to collect the keys, finalise the payments of monies and sign all documents Monday-Friday only (key collection only on Saturday).

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$500 per week, the bond requirement may vary. This office does not accept bond transfers and does not transfer Department of Housing Bonds. All monies must be paid in cleared funds prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks or more for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

ELECTRICITY CONNECTION/TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ENERGEX (Electricity) 13 12 53 or www.energex.com.au TELSTRA (Telephone) 13 22 00

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Condition Report to our office within three working days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of TICA, which is a tenant database agency. It is important to note that should you vacate the property owing money in excess of the bond or receive a court order against you for a repeated breach, your details will be listed with this agency when your tenancy has ended. We do look forward to a harmonious agent/tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

PAYMENT OF RENT

It is our company policy that all rental payments are to be made by either direct debit, BPAY or Credit Card (Visa, MasterCard or Bank card). All banking details will be provided and discussed with you when signing your Tenancy Agreement.

METHODS OF PAYMENT:

Rent can be paid by Rental Rewards (Direct Debit from your Credit Card), or HandeRent (BPAY).

RENTAL REWARDS:

- Pay rent by Visa and automatically receive Free Rent Protection – Rental Rewards will pay your rent when you can't for up to 90 days
- With 'Set & Forget', your rent will be automatically paid when it's due. With 'Rent Reminders', you'll receive a Free SMS/Email when your rent is due – just reply 'YES' to pay
- There are NO hidden charges that you incur with many other rent payment methods – NO joining, quarterly, direct debit, banking, cheque, withdrawal, insufficient funds, dishonor, replacement card, change of details fees
- The only charge is a credit card convenience fee of 1.32% (incl. GST) – just a few dollars a week and comparable to all the fees with other rent payment methods. You may have already experienced credit card convenience fees when paying for flights, taxis, phone bills, etc.

HANDERENT:

- The new HandeRent card provides you with an easy and safe way to pay your rent through BPAY. Simply access the Internet or Phone Banking service through your Bank or Financial Institution
- You will be able to pay your rent at a time that suits you – seven days a week, day or night. You can make payments from a cheque or savings account and as with most Internet or phone banking services, you can also schedule payments for a later date.
- A HandeRent fee of \$1.25 per transaction is applied which is debited to your account at the end of the month.



ADDRESS OF PROPERTY: _____

MOVE IN DATE: _____ RENT: \$ _____ TERM: 6 MONTHS 12 MONTHS

NUMBER OF PETS: _____ TYPE: _____

NAMES OF ALL ADULTS: _____ NUMBER OF CHILDREN: _____

APPLICANT ONE - PERSONAL DETAILS

Surname: _____ Given Names: _____

Drivers License No: _____ DOB: _____ 18+ Card No: _____ Passport No: _____

CONTACT DETAILS

Home Ph: _____ Mobile Ph: _____

Work Ph: _____ Fax No: _____

Email Address: _____

RENTAL HISTORY

Current Address: _____

How long have you lived there? _____ Current Lease Expiry Date: _____

Name of Lessor or Agent: _____

Contact Name: _____ Contact No: _____

Fax No: _____ Weekly Rent Paid: \$ _____

PREVIOUS RENTAL HISTORY

Previous Address: _____

How long did you live there?: _____ Weekly Rent Paid: \$ _____

Name of Lessor or Agent: _____

Contact Name: _____ Contact No: _____ Fax: _____

EMPLOYMENT HISTORY

Current Employment (Occupation): _____

Employers Name/Centrelink details/Benefit type: _____

Employers Address: _____

Contact Name: _____ Contact No: _____

Length of Employment: _____ Income per week: \$ _____

PREVIOUS EMPLOYERS DETAILS – IF EMPLOYED FOR LESS THAN SIX (6) MONTHS

Previous employers name: _____

Employers Address: _____

Contact Name: _____ Contact Number: _____

Length of employment: _____ Income per week: \$ _____

IF YOU ARE SELF-EMPLOYED OR OWN YOUR OWN BUSINESS

Registered name of business: _____ ABN: _____

Address: _____

Personal Net Income per week: \$ _____ How long in business: _____

Name of Accountant: _____ Contact Phone/Fax number: _____

List One Major Creditor: _____ Phone/Fax number: _____

REFERENCES AND EMERGENCY CONTACT DETAILS

Please provide two (2) personal references (not related to you) WITH DAYTIME CONTACT NUMBERS

Name: _____ Phone: _____ Relationship to you: _____

Name: _____ Phone: _____ Relationship to you: _____

Please provide details of your next of kin (not living with you), in case of an emergency:

Name: _____ Phone: _____ Relationship to you: _____



APPLICANT TWO - PERSONAL DETAILS

Surname: _____ Given Names: _____
Drivers License No: _____ DOB: _____ 18+ Card No: _____ Passport No: _____
Passport No: _____ Country of Issue: _____
Benefit No: _____ Benefit Type: _____
Pets: _____ Type: _____

CONTACT DETAILS

Home Ph: _____ Mobile Ph: _____
Work Ph: _____ Fax No: _____
Email Address: _____

RENTAL HISTORY

Current Address: _____
How long have you lived there? _____ Current Lease Expiry Date: _____
Name of Lessor or Agent: _____
Contact Name: _____ Contact No: _____
Fax No: _____ Weekly Rent Paid: \$ _____

PREVIOUS RENTAL HISTORY

Previous Address: _____
How long did you live there?: _____ Weekly Rent Paid: \$ _____
Name of Lessor or Agent: _____
Contact Name: _____ Contact No: _____ Fax: _____

EMPLOYMENT HISTORY

Current Employment (Occupation): _____
Employers Name/Centrelink details/Benefit type: _____
Employers Address: _____
Contact Name: _____ Contact No: _____
Length of Employment: _____ Income per week: \$ _____

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Previous employers name: _____
Employers Address: _____
Contact Name: _____ Contact Number: _____
Length of employment: _____ Income per week: \$ _____

IF YOU ARE SELF-EMPLOYED OR OWN YOUR OWN BUSINESS

Registered name of business: _____ ABN: _____
Address: _____
Personal Net Income per week: \$ _____ How long in business: _____
Name of Accountant: _____ Contact Phone/Fax number: _____
List One Major Creditor: _____ Phone/Fax number: _____

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Name: _____ Phone: _____ Relationship to you: _____

NUMBER OF ADULTS: _____ NUMBER OF CHILDREN: _____



METHODS OF PAYMENT:

Rent can be paid by Rental Rewards (Direct Debit from your Credit Card), or HandeRent (BPAY).

RENTAL REWARDS:

Pay rent by Visa and automatically receive Free Rent Protection – Rental Rewards will pay your rent when you can't for up to 90 days

- With 'Set & Forget', your rent will be automatically paid when it's due. With 'Rent Reminders', you'll receive a Free SMS/Email when your rent is due – just reply 'YES' to pay
- There are NO hidden charges that you incur with many other rent payment methods – NO joining, quarterly, direct debit, banking, cheque, withdrawal, insufficient funds, dishonor, replacement card, change of details fees
- The only charge is a credit card convenience fee of 1.32% (incl. GST) – just a few dollars a week and comparable to all the fees with other rent payment methods. You may have already experienced credit card convenience fees when paying for flights, taxis, phone bills, etc.

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- You can pay your rent at a time that suits you – seven days a week, day or night. You can make payments from a cheque or savings account and as with most Internet or phone banking services, you can also schedule payments for a later date.
- A HandeRent fee of \$1.25 per transaction is applied which is debited to your account at the end of the month.

PLEASE NOMINATE YOUR PREFERRED PAYMENT METHOD:

- Rental Rewards
- 'Set and Forget' - automatic debit payments from your nominated credit card on the due date
- 'Rent Reminders' - receive an SMS and/or Email and simply reply 'YES' to pay
- HandeRent

TERMS & CONDITIONS

Applicant's Name/s: _____

I/We, the applicant/s, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____. Once the application has been approved I agree to pay a minimum of **2 weeks** rent to secure the property. In this instance, that being \$_____. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE 2 WEEKS RENT AND THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful, acceptance is communicated and the 2 week's rent is paid, but I decide not to proceed, I agree that two weeks rent will be forfeited to your office. Upon communication of acceptance of this application by the agent, verbal or written, I agree that this tenancy shall be binding.

I/We, the applicant/s, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, all details held will be destroyed.

QUESTIONS?

How did you find out about the rental property?: For Lease sign Rental List Telephoned Internet Newspaper

Have you ever been evicted or are you in debt to another Lessor or Agent? Yes No

If yes, give details

I/We, the Applicant/s, accept the property in its present condition. Yes No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details _____

APPLICANTS SIGNATURE: _____ **DATE:** _____

APPLICANTS SIGNATURE: _____ **DATE:** _____



URGENT

Please return: _____

FAX: 07 _____

**REQUEST FOR RENTAL REFERENCE
AUTHORITY & PRIVACY DISCLAIMER**

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor's of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into, the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and/or other agents. I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that you may access personal information on the contact details above.

NAME: _____ **SIGNATURE:** _____ **DATE:** _____

NAME: _____ **SIGNATURE:** _____ **DATE:** _____

OFFICE USE ONLY

TO: _____ **FROM PROPERTY MANAGER:** _____

FAX: _____ **DATE:** _____

PHONE: _____

Please circle the correct answer to the following questions regarding the tenant history for the tenant/s & property listed below.

CURRENT TENANT/S: _____

PROPERTY ADDRESS: _____

Rental paid per week \$ _____ Date tenancy ends _____ Period of tenancy _____

Has this tenant been issued with any NTR or NTL's? **YES / NO**

If yes, for what reason? _____

Does the tenant have a pet at the property? **YES / NO**

Does the tenant look after the property? **YES / NO**

Comment: _____

Does the tenant maintain the yard regularly? **YES / NO**

Comment: _____

Would you rent to this tenant again? **YES / NO**

Comment: _____

Why is the tenant vacating the property? _____

**THANK YOU FOR RESPONDING PROMPTLY TO THIS REQUEST.
PLEASE FAX A FULL TENANT LEDGER
WITH THIS REFERENCE TO:**

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