



# CORAL SEA

## PROPERTY MANAGEMENT

### APPLICATION CERTIFICATE

Property

Date

 /  / 20 

This is a **binding application**; this is a written offer to rent the property on the terms you have listed.

**At Coral Sea we work quickly!**

***If all your documentation is correct and we can get in contact with your referees we can approve your application in as little as 60 minutes.***

You are probably used to working with agents who mess you around, take days or weeks to process your application or don't even bother to return your call or let you know if you have or have not been successful with your application.

THIS WILL NOT HAPPEN AT CORAL SEA.

This can lead to people putting in multiple applications in the hope that they get approved on one.

If you are not prepared to rent this property, pay your funds **immediately** and sign the necessary documentation, please do not submit your application.

If you are unable to pay the bond and 2 weeks in advance immediately, let us know NOW. If we are aware of your situation, we can help find a solution.

**Please CAREFULLY read and sign below.**

Do you have Applications in with other agents? Please circle: Yes / No (If yes see below.)

1. If this application was approved right now would you take this property over any others that you have an application in on? Please circle: Yes / No (Please remember this is a binding application.)

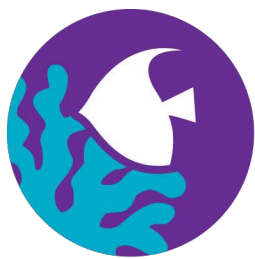
2. If not please do not submit your application.

I have my bond and 2 weeks rent available in cleared funds ready to pay today.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20 \_\_\_\_\_

I understand this is a **binding application**, this is a written offer to rent the property on the terms I have listed. I agree if it is accepted Coral Sea Property can by law enforce payment.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20 \_\_\_\_\_



# CORAL SEA

## PROPERTY MANAGEMENT

### A GUIDE TO RENTING WITH CORAL SEA PROPERTY MANAGEMENT

To approve or process an application all relevant information must be checked; for this process to be as quick as possible please ensure:

- ✓ You can provide photographic proof of identity – as per the Application for Residential Tenancy.
- ✓ Your three most recent payslip/s AND/OR other supporting information of ability to pay rent. (ie. Bank statements etc.)
- ✓ Personal details are complete with current address, phone numbers and email.
- ✓ Previous rental history including current tenant ledger, if available.
- ✓ Employment details are complete and accurate.
- ✓ Personal / business references are listed.
- ✓ Also ensure the application is signed by all applicants, the amount of rent you are willing to pay, the term of the tenancy and the proposed commencement date are complete.

**COMPLETE THE APPLICATION & SIGN THE PRIVACY AUTHORISATION ATTACHED AT THE BACK OF THIS APPLICATION.**

*Applications that are incomplete will not be processed.*

**If all of the above have been completed, your application can be processed  
WITHIN 24 HOURS.**

#### **If you have been successful:**

- One of our staff will contact you by phone and a Sign Up Appointment will be made.
- Please note we will require payment of 4 weeks bond and 2 weeks in advance in clear funds (cash or bank cheque, eftpos/credit card) at the Sign Up Appointment.
- The property will remain on the market until a lease has been signed and bond and 2 weeks rent have been receipted.

#### **If your application is not successful:**

- You will be notified by phone.
- Your application will be destroyed.

#### **Sign Up Appointment**

The sign up appointment is made to complete all documentation this will take about 45 minutes. **No keys will be given out until documentation is signed and payments are fully receipted.**

- The *Tenancy Agreement & Bond* lodgment forms are explained and signed by all parties
- The *Condition Report* is explained and issued.

# Application for Residential Tenancy

(One application to be completed per person)



## Part 1 Rental Property Details

### Item 1: Agent Details

Agency name:

Coral Sea Property Management

Address:

621 Flinders Street  
Townsville QLD 4810

Phone:

(07) 4724 1723

Mobile:

Fax:

(07) 4724 5201

Email: [rentals@coralseaproperty.com.au](mailto:rentals@coralseaproperty.com.au)

### Item 2: Property Details

Property address

Rent \$  a week ☐ a fortnight ☐ a month ☐ Bond \$

Tenancy term  Insert "fixed term agreement" or "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

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

### 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:

**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

Agent/Lessor phone

Current 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

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**☐ 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.

## 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                               | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. have no known reasons that would affect my ability to pay rent           | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. was refunded the rental bond for my last address in full (if applicable) | <input type="checkbox"/> True | <input type="checkbox"/> False |

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

- |  |                               |                                |
|--|-------------------------------|--------------------------------|
| 4. have no outstanding debt to another agent/lessor? | <input type="checkbox"/> True | <input type="checkbox"/> 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.  | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.  | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.  | <input type="checkbox"/> Yes | <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 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. acknowledge that I have been made aware of the agency's Privacy Policy.  | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the <i>Electronic Transactions (Queensland) Act 2001 (Qld)</i> and the <i>Electronic Transactions Act 1999 (Cth)</i> ;   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. 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





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## PROPERTY MANAGEMENT

### PRIVACY DISCLOSURE STATEMENT OF

**VESPAR PTY LTD TRADING AS CORAL SEA PROPERTY MANAGEMENT**  
**OF 621 FLINDERS STREET, TOWNSVILLE**  
**PHONE (07) 4724 1723**

We are an independently owned and operated business. We are bound by the National Privacy Principals. 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. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database its website at [www.tica.com.au](http://www.tica.com.au). 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 (see contact details above). 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 CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Vespar Pty Ltd trading as Coral Sea Property Management. I authorise Coral Sea Property Management to collect information about me from:

- (a) My previous letting agents and/or landlords;
- (b) My personal referees; and
- (c) Any Tenancy Default Database (including TICA) which may contain personal information about me.

I also authorise Coral Sea Property Management 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 TICA.

I authorise Coral Sea Property Management to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia.

Name \_\_\_\_\_ Signed \_\_\_\_\_

Name \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

## Request for rental reference

I/We, the following applicant/s; \_\_\_\_\_  
have authorised Coral Sea Property Management, to conduct any enquiries and /or searches, including any  
tenancy information databases, in order to verify the information I/we have provided in this application.

Date \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_ Signature \_\_\_\_\_

Previous Address:

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

.....  
**Please complete and return fax to 4724 5201 OR email: [rentals@coralseaproperty.com.au](mailto:rentals@coralseaproperty.com.au)**

1. Did the above tenant/s keep the property in a neat and tidy condition during the tenancy? **Yes / No**

2. Did the above tenant/s receive any Form 11's? **Yes / No**

If Yes how many and why? \_\_\_\_\_

3. Did the above tenant/s receive any Form 12's **Yes / No**

If Yes how many and why? \_\_\_\_\_

4. Was the bond refunded in full? **Yes / No**

5. If all or part of the bond was not refunded, why was it retained?

Rent arrears \_\_\_\_\_

Cleaning \_\_\_\_\_

Repairs \_\_\_\_\_

6. Would you rent to the above tenant/s again? **Yes / No**

7. Condition of property on routine inspections: ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

Any additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_

Thank you for your assistance.