

**Sea Pearl Apartments**  
**Tenancy Application Form**

1880-1888 Gold Coast Highway  
Burleigh, 4220 Queensland  
04800 96595  
manager@seapearl.com.au  
www.seapearl.com.au

**Please ensure all fields are completed so we can process your application promptly**

**Rental Property Details**

Address: .....  
.....  
.....**Postcode:** .....

Rental Amount \$..... Weekly OR \$..... Monthly

Bond Amount \$..... Payable to RTBA

**Preferred Tenancy start date:** /...../..... **Term:**.....mths

How many people will reside at the property?

**Adults:** ..... **Children:** ..... Age of Children:.....

Pets? If yes, how many?..... type/breed?.....

**OFFICE USE ONLY** Lease Connect Date: ..... /..... /.....  
**PROPERTY MANAGER:** .....

**Applicant Details**

**Title:** ..... **Family or Surname:**.....

**Given Name/s:** .....

**Date of Birth:**...../...../..... **Home Ph:**.....

**Work Ph:**..... **Mobile Ph:**.....

**Email address:** .....

**Australian Driver's Licence No:**.....

**State:**..... **Expiry date:** .....

**Passport No** (if applicable): .....

**Country:**..... **Expiry date:** .....

**Pension No** (if applicable):.....

**Type:**..... **Expiry date:** .....

Own Motor Vehicle?  Yes  No

Car Make/Model:.....

Car Rego ..... State .....

**Current Address:**.....  
..... Postcode:.....

How long at this address: .....years..... months

If Rented - Rent paid \$ ..... per week

Current landlord/agent:.....

Phone no. of landlord/agent:.....

Reason for leaving: .....

**Previous Address:**.....  
..... Postcode:.....

How long at this address: .....years..... months

Previous landlord/agent: .....

Phone no. of landlord/agent:.....

Reason for leaving: .....

**Current Employer:** .....

**Occupation:** .....  
 Full time  Part time  Casual

Length of Employment:..... years..... months

Net Income per week: \$.....

Address: .....

..... Postcode:.....

Contact person:..... Phone: .....

*(If self, employed, please list accountant's contact details)*

**Previous Employer:** .....

Length of employment: ..... years..... months

Address: .....

..... Postcode:.....

Contact person:..... Phone: .....

*I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.*

**Applicant's Signature:** ..... **Date:**..... /..... /.....

**References** (No family or current employer contacts)

1. Name:.....  
 Relation to the applicant: .....  
 Home Ph:.....Work Ph:.....  
 Mobile Ph:.....  
 2. Name:.....  
 Relation to the applicant: .....  
 Home Ph:.....Work Ph:.....  
 Mobile Ph:.....

**Emergency contact / Next of Kin:**

1. Name: .....  
 Relationship to the applicant: .....  
 Address: .....  
 Home Ph:..... Mobile Ph:.....  
 2. Name: .....  
 Relationship to the applicant: .....  
 Address: .....  
 Home Ph:..... Mobile Ph:.....

**If you receive a Centrelink Payment**

(Copy of most recent payment statement to be supplied)  
 Type of payment: .....  
 Customer Reference Number (CRN):.....

**If you are a student**

Name of Institution: .....  
 Faculty / Department:.....  
 Student Identification (ID) Number: .....  
 Income source: ..... Net weekly income: \$.....

**APPLICATION INSTRUCTIONS**

1. All details are to be printed clearly and completed in full.
2. If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
3. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
4. Should your application be successful we will require the following:
  - i. The first months rent payable by **cash or bank cheque**
  - ii. The bond amount payable by **cash or bank cheque**, (made payable to **Residential Tenancies Bond Authority (RTA)**).
5. If the required amount is not received within 24 hours the property will then be put back on the market for the next application or tenant/s to take.

**PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants name/s:.....

Signed by applicant/s: ..... Dated:.....

# **NOTICE TO ALL RESIDENTIAL TENANCY** **APPLICANTS**

THE PROPERTIES MANAGED BY THIS OFFICE ARE PROTECTED BY OUR  
INSURERS LANDLORD PROTECTION PLAN

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH  
APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS

TENANT LEDGER SHOWING MINIMUM LAST 3 MONTHS PAYMENTS	#20 POINTS
DRIVERS LICENCE	#20 POINTS
PHOTO I.D.	#10 POINTS
CURRENT WAGE/SALARY ADVICE	#10 POINTS
PASSPORT	#20 POINTS
CURRENT M.V. REGO PAPERS	#10 POINTS
REFERENCES FROM PREVIOUS REALTY AGENTS	#20 POINTS
COPIES OF CURRENT BANK A/C STATEMENTS	#10 POINTS
COPY OF BIRTH CERTIFICATE	#10 POINTS

SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS  
PLEASE SPEAK TO THE PROPERTY MANAGER

ALL TENANCY APPLICANTS ARE VERIFIED FOR CONFIRMATION OF DETAILS SUPPLIED

NO APPLICATION WILL BE ACCEPTED UNTIL ALL DETAILS HAVE BEEN REFERRED TO OUR  
INSURERS AND TENANCY DATABASE