

Pre-Application Information

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our Agency, we provide the following information:

Application Process

- Applicants are required to inspect the premises prior to final approval of the Application
- Complete an Application Form – one per Adult Applicant who will be named on the lease
- Include evidence of income eg: Pay slip, Accountant letter, Centrelink or Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

100 Points – Option List

Passport	40 points*	Bank or Credit Card Statements	30 points each
Current Drivers Licence	40 points*	Recent Telephone Account	30 points
Proof of age card	40 points*	Recent Electricity Account	30 points
Student ID	40 points*	Recent Gas Account	30 points
Tenancy History Ledger	40 points*	Medicare Card	10 points
Previous 4 rent receipts	40 points*	Birth Certificate	10 points

*You must provide one of the items in bold type

Please Also Attach The Following Documents

Proof of rental history:	Printout of tenancy history or Last four rental receipts
Proof of current address:	Utility statements or Council rates notice
Proof of income:	3 previous pay slips or Bank statement or Tax returns if self-employed

Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.

Agency Process

Applications

When you find a suitable property, it is a requirement that every prospective occupant complete an application form. The application form cannot be processed unless all required information is supplied to our agency. Please refer to the application as to what information will be required.

Application processing time frame

Upon submitting a fully completed application form, the required processing time will be 24-48 hours; however this process can take longer due to delays in response from References and Lessors. We will phone you once the processing is complete so please ensure that you provide us with all your contact details so that we can communicate with you quickly. If your application is not successful, you are able to collect the application form from our office or we will dispose of the form appropriately. Please ask if you would like a copy of our Privacy Policy.

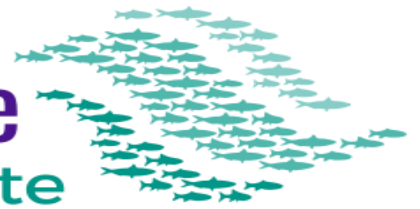
Waterline Real Estate

Suite 32, The Anchorage, Raby Bay Harbour
18-20 Masthead Drive, Cleveland Qld 4163

T: 07 3286 1733 F: 07 3821 6613

E: rentals@waterlinerealestate.com.au

ABN: 40 737 929 137



Successful applications

If the lessor has approved the application, we will phone you and make an appointment for all interested parties to come into the office to secure the premises. We ask that you pay the two week's rent (cleared funds) and the Form 17a (Information Statement) and the Form 18a (lease agreement) will be provided at the appointment. This procedure must be done within 24 hours of approval. When the application is approved, we will provide you with an email that will assist you with the next stage of the tenancy process.

Payment of Bond

Bond can either be paid at the Sign-up Appointment, or **MUST** be paid to our office in **CLEARED FUNDS** before the start date of the Lease.

Payment of Rent

Direct transfer from your Bank or Australia Post Money Order (Australia Post charge \$4.50 for m/orders up to \$1000, \$6 for m/orders between \$1000-\$5000). **(OUR OFFICE DOES NOT ACCEPT CASH PAYMENTS AFTER THE INITIAL RENT AND BOND PAYMENTS ARE RECEIVED AND WE DO NOT PROVIDE CREDIT CARD FACILITIES)**

If you have any questions, or require further information, please refer to our property management staff. We are here to help. Again welcome to our agency, and thank you for your inquiry. We value your business.

We look forward to assisting you for your entire rental and if required, sales needs.

ELECTRONIC AND FACSIMILE TRANSMISSION CONSENT

The Electronic Transactions Act (Queensland) 2001 (Sections 11 and 12) requires a person/s to provide consent if they agree to receive information via electronic communication.

I consent to all documentation relevant to renting a property through Waterline Real Estate being provided to me by Email and/or Fax, to the Email Address and/or Fax Number nominated below.

EMAIL ADDRESS: _____

FAX NUMBER: _____

SIGNATURE: _____

DATE: _____

You are required to SIGN below before we can process your Application. By doing so, you are also agreeing to the above Terms and Conditions.

Signed _____

Date: _____

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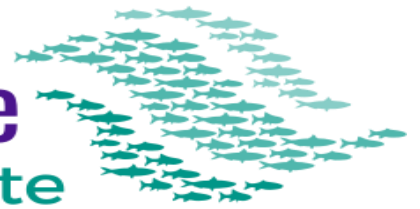
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APPLICATION FOR RESIDENTIAL TENANCY

ADDRESS OF THE PROPERTY YOU ARE APPLYING FOR: _____

FULL NAME: _____ DRIVERS LICENCE #: _____ D.O.B: ____ / ____ / ____

MOBILE#: _____ WORK #: _____ HOME #: _____

EMAIL: _____

RENTAL HISTORY

CURRENT ADDRESS: _____ CURRENT RENT: \$ _____ week

PERIOD OF OCCUPANCY: _____ months REASON FOR LEAVING: _____

NAME OF AGENT / OWNER: _____ CONTACT #: _____ FAX: _____

PREVIOUS ADDRESS: _____ CURRENT RENT: \$ _____ week

PERIOD OF OCCUPANCY: _____ months REASON FOR LEAVING: _____

NAME OF AGENT / OWNER: _____ CONTACT #: _____ FAX: _____

EMPLOYMENT

OCCUPATION: _____ NAME OF EMPLOYER: _____

CONTACT PERSON: _____ CONTACT #: _____ / #: _____

PERIOD OF EMPLOYMENT: _____ NET INCOME: \$ _____ week

(IF EMPLOYED LESS THAN 6 MONTHS IN SAME POSITION, PLEASE FILL IN BELOW ALSO -)

OCCUPATION: _____ NAME OF EMPLOYER: _____

CONTACT PERSON: _____ CONTACT #: _____ / #: _____

PERIOD OF EMPLOYMENT: _____ NET INCOME: \$ _____ week

(IF SELF EMPLOYED)

NAME OF BUSINESS: _____ ABN#: _____ INDUSTRY: _____

ADDRESS: _____ PERIOD OF SELF-EMPLOYMENT? _____

ACCOUNTANTS NAME: _____ CONTACT #: _____

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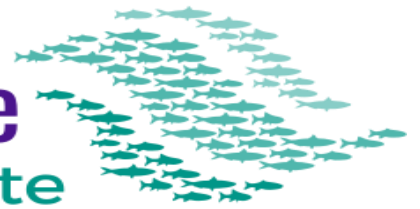
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OTHER OCCUPANTS

FULL NAMES OF ALL OTHER PERSON/S WHO WILL OCCUPY THE PROPERTY (PROVIDE D.O.B PLEASE)

NAME: _____ D.O.B: ___ / ___ / ___ On Lease / Approved Occupant – PLEASE CIRCLE

NAME: _____ D.O.B: ___ / ___ / ___ On Lease / Approved Occupant – PLEASE CIRCLE

NAME: _____ D.O.B: ___ / ___ / ___ On Lease / Approved Occupant – PLEASE CIRCLE

NAME: _____ D.O.B: ___ / ___ / ___ On Lease / Approved Occupant – PLEASE CIRCLE

NOTE: ALL APPLICANTS OVER THE AGE OF 18 WHETHER AN APPROVED OCCUPANT OR ON THE LEASE MUST COMPLETE A SEPARATE APPLICATION FORM.

PERSONAL REFERENCES (Excludes family members)

1. NAME: _____ ADDRESS: _____

CONTACT #: _____ RELATIONSHIP: _____

2. NAME: _____ ADDRESS: _____

CONTACT #: _____ RELATIONSHIP: _____

EMERGENCY CONTACTS

NAME OF RELATIVES TO CONTACT IN CASE OF EMERGENCY:

1. NAME: _____ ADDRESS: _____

CONTACT #: _____ RELATIONSHIP: _____

2. NAME: _____ ADDRESS: _____

CONTACT #: _____ RELATIONSHIP: _____

PETS

Are you seeking permission to keep pet/s at the property? YES / NO

Type: (CAT / DOG / BIRD / OTHER: _____) BREED? _____ Number of Pets: _____

Reference Attached? YES / NO Picture Attached? YES / NO

Registered with Council? YES / NO Council: _____ Reg.# _____

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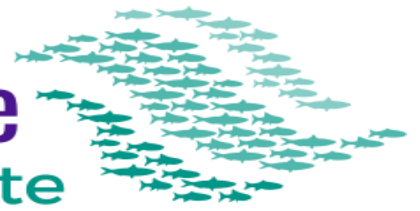
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Please answer the following questions, and if you answered 'YES' to any question please provide further information

Has any Lessor or agent ever evicted you?	YES / NO	Are you in Debt to another Lessor or agent?	YES / NO
Has any Lessor or agent ever refused you a property?	YES / NO	Is there any reason known that would affect your rent payment?	YES / NO
Are you registered as a default tenant with TICA?	YES / NO	Was your rental bond at your last address refunded in full?	YES / NO

You are required to provide the following as supporting documentation to your Application –

- Photo Identification (Drivers Licence, 18+ Card, Passport); YES / NO
- Proof of Income / Ability to pay rent (Payslips, bank statement, Centrelink statement); YES / NO
- Rental References including Rental Ledger and Rent Receipts; YES / NO
- Copies of bills/accounts (Telstra, Electricity, Mobile, etc); YES / NO
- Current Motor Vehicle Registration papers; YES / NO
- Any other documentation that may assist you in your application. YES / NO

PRIVACY STATEMENT

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 at its website 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 landlords insurance. 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 we hold about you by contacting us. 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.

DECLARATION

1. I, the applicant declare that the above information provided in this application is true and correct and that I have supplied it of my own free will. I declare that I have inspected the premises and am not bankrupt. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval of the Lessor or agent.
2. I, the applicant 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 rental in advance and a rental bond, and that this application is subject to the approval of the owner/landlord. If rejected I acknowledge and accept the agent is not legally obliged to give reasons for rejections.
3. I the applicant acknowledge that I have read the Privacy Notice of Waterline Real Estate and authorise them to collect information about me from:
 - a) My Previous letting agents and/or landlords.
 - b) My personal references.
 - c) Any Tenancy default database. I also authorise Waterline Real Estate 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.
4. I authorise Waterline Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third party-valuers, contractors, salespeople, insurance companies, body corporate, other agents and tenancy default databases.
5. I wish to take up a tenancy for a period of 6 /12 months from ____ / ____ / ____ at a rental of \$_____ per week. I also undertake to pay **Waterline Real Estate** a Rental Bond of \$ _____ when I sign the Tenancy Agreement.

DATE: _____ NAME: _____ SIGNATURE: _____

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