

# Calibre's

## TENANCY APPLICATION FORM

**calibre**  
**REAL ESTATE**

### COMPULSORY ID CHECKLIST

Please use the checklist to ensure you have included all of the following in your application.

- PHOTO IDENTIFICATION:** Provide a copy of your Driver's Licence, Passport or 18+ Card.
- PROOF OF ADDRESS:** Provide a copy of either a current Lease Agreement, Bond Receipt, 2 curr Rent Receipts, Reference, Sales Contract or Council Rates Notice
- PROOF OF INCOME:** Provide a copy of either your Employment Agreement, 2 most recent Pay slips
- A CURRENT BILL:** Provide a copy of either your Vehicle Registration, Phone/Mobile or Electricity/Gas Tax invoice
- BANK STATEMENT:** Provide a copy of your latest bank statement

### APPLICATION PROCESSING TIME FRAME

Upon submitting a **fully completed** Application Form, the required processing time is 24 – 48 hours. Our Property Manager will contact you once the processing is complete and will advise whether your Application has been successful or unsuccessful.

If your application is unsuccessful, you are able to collect your application from our office within 7 days of being notified. Should you not wish to collect it, it will be confidentially destroyed.

#### Successful Applications

If the Property Owner approves your Application, our Property Manager will phone you to arrange an appointment for all Applicants to come into the office to secure the Property. At this time you will be supplied with:

- The Form 17A (Information Statement) and;
- The Form 18A (Lease Agreement)
- We will require two (2) weeks rent to be deposited into the Calibre Real Estate Pty Ltd Trust Account to secure the property.

This procedure must be done within 24-48 hours of you receiving approval.

*Remember it is your responsibility to ensure the connection of all services to the property including electricity, gas & telephone. And don't forget, landlords insurance does not cover your personal possessions – we recommend arranging Contents Insurance through a reputable provider to ensure you belongings are covered.*

We thank you for the opportunity to assist you. Please do not hesitate to contact us should you have any questions.

**IF WE DO NOT HAVE ALL OF THE ABOVE WE ARE UNABLE TO PROCESS YOUR APPLICATION**

SUBMIT COMPLETED FORM TO CALIBRE REAL ESTATE PTY LTD

# PRIVACY CONSENT

PLEASE COMPLETE IN BLOCK LETTERS  
ONE STATEMENT TO BE COMPLETED PER PERSON



## NOTICE OF COLLECTION OF PERSONAL INFORMATION

We are an independently owned and operated business. We are bound by the Australian Privacy Principles. 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. 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 Licensee. If the information described in the tenancy application is not provided, we may refuse to accept and process this application.

## PRIVACY DISCLOSURE STATEMENT FOR TENANT RELATED DATABASES

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

## CONSENT TO RECEIVE ELECTRONIC COMMUNICATION

The Electronic Transactions Act (Qld) 2001 (S11 & 12) requires a person/s to provide consent if they agree to receive information via electronic communication (email or fax). By signing this document, you consent to the use of electronic communication as per the email and / or fax number provided as part of this application as a method of communication with Calibre Real Estate.

## PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Notice of Collection of Personal Information and the Privacy Disclosure Statement of Calibre Real Estate Pty Ltd. I 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. I authorise Calibre Real Estate Pty Ltd to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Calibre Real Estate Pty Ltd 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 Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Calibre Real Estate Pty Ltd to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases. I acknowledge and accept that if this application is denied, the Calibre Real Estate Pty Ltd is not obliged to provide reasons as to why.

Applicant's name: \_\_\_\_\_

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

Applicant's  
Signature: \_\_\_\_\_

We look forward to being able to assist in finding you your new home. It is imperative that the required checklist is followed and the application form is fully completed so we can process it as quickly as possible. All information and paperwork must be **current**.

**ALL PERSONS OVER THE AGE OF 18 MUST EACH COMPLETE AN INDIVIDUAL APPLICATION FORM.**

# TENANCY APPLICATION FORM

ALL PERSONS OVER THE AGE OF 18 MUST COMPLETE A SEPARATE APPLICATION FORM, IF WE DO NOT HAVE THIS WE ARE UNABLE TO PROCESS YOUR APPLICATION



## PROPERTY DETAILS

Address of Property for Application: \_\_\_\_\_

Names & age of *dependents* who will occupy the property (under 18): \_\_\_\_\_

Names of other *occupants* of the property (over 18): \_\_\_\_\_

Lease Commencement Date:        /        /

Lease Term:                    6 month    12 month    other: \_\_\_\_\_    Rent per week    \$ \_\_\_\_\_

## PERSONAL DETAILS

Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Title:                     MR  MRS  MS  MISS  OTHER                    Date of Birth:        /        /

Current Home Address: \_\_\_\_\_

Home Ph: \_\_\_\_\_                    Mobile Ph: \_\_\_\_\_

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

Drivers Licence Number: \_\_\_\_\_ Drivers Licence State: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Details of any Pets: (name, age & breed) \_\_\_\_\_

Vehicle Make / Model: \_\_\_\_\_ Reg. No: \_\_\_\_\_

## CURRENT TENANCY DETAILS

Length of stay at current address: \_\_\_\_\_ Rent p/w    \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord / Agency: \_\_\_\_\_ Contact Ph: \_\_\_\_\_

## PREVIOUS TENANCY DETAILS

Previous Address: \_\_\_\_\_

Length of stay at previous address: \_\_\_\_\_ Rent p/w    \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord / Agency: \_\_\_\_\_ Contact Ph: \_\_\_\_\_

## CURRENT EMPLOYMENT DETAILS

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name (Manager / Payroll): \_\_\_\_\_ Contact Ph: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Net Income p/w:    \$ \_\_\_\_\_

Type of Employment:                     Full Time  Part Time  Casual  Other

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## STUDENT DETAILS

Place of Study: \_\_\_\_\_ Enrolment / Student No: \_\_\_\_\_  
Overseas Student: YES / NO \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

## REFEREES

Referee Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Home / Business Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_  
Referee Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Home / Business Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

## NEXT OF KIN / EMERGENCY CONTACT

Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home / Business Ph: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PLEASE ANSWER THE FOLLOWING QUESTIONS...

Have any of your previous tenancies been terminated? YES / NO  
Are you in debt to another Lessor or Agent? YES / NO  
Was your rental bond at your last address refunded in full? YES / NO  
If no, please provide further details: \_\_\_\_\_  
Are there any existing extenuating circumstances which may affect your future rent payments? YES / NO  
If yes, please provide further details: \_\_\_\_\_

## STATEMENT

I confirm that I have inspected the property, which is the subject of this application.  
I wish to undertake a tenancy at this property for a period of \_\_\_\_\_ to commence on the (please specify a date) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ at a rental price of \$ \_\_\_\_\_ per week.

I acknowledge that I will be required to pay the following amounts prior to signing the lease documentation:

First payment of rent in advance (equal to 2 weeks rent):		\$
Rental Bond (equal to 4 weeks rent):	+	\$
Total Amount payable upon signing Tenancy Agreement:	=	\$

I declare that the above information is true & correct to the best of my knowledge & agree that the agent may conduct independent evaluation checks & 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 owners' approval.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Name (printed) \_\_\_\_\_

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