

## APPLICATION TO RENT

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### Thank you for your interest in Calyptus Co-living!

Your Application to Rent is the first step in the process of securing your new home. Please ensure that you carefully read and answer the questions to ensure that we can process your application quickly.

Please note:

- Each adult intending to live in the property will need to complete an Application to Rent.
- The form must be signed in order for us to process your application.
- Ensure that all relevant details are completed and supporting documentation is provided.

Supporting information required:

#### Identification – 100 points of identification required:

50 Points each - Drivers Licence, Passport, Birth Certificate

25 Points each - Phone, Elec or Gas account, Bank Statement, Credit Card, Medicare Card

#### Proof of Income – two items from the list below required:

1. Current Payslips
2. Employment Contract
3. Centrelink Statement
4. Bank Statement showing regular Income/Deposits eg. Self-Funded Retirees
5. Letter of Financial Support from Family Members
6. Copy of Last Tax Return if Self-Employed

**If your application is approved you will be required to pay the Bond and the first 2 weeks rent immediately. Once payment is received, we will arrange a time to meet to sign tenancy documents and discuss the tenancy. A copy of the Lease Agreement is available on request and will be provided automatically to the approved applicant/s.**

Our preferred method for payment is by Direct Debit from your bank account or credit card. Alternatively, cash payments can be made at Australia Post, or we can also accept Personal Cheques, Bank Cheques and Australia Post Money Orders.

We have tried to keep the application process simple and relevant, however if you have any questions or concerns please do not hesitate to contact us.

***Calyptus Co-living. It's not just a room. It's a better way to live!***

## APPLICATION FORM

<b>Property Address:</b>	
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I wish to submit an application to rent the above property (subject to inspection) at a rental price of:

\$..... per week

I agree to pay a Rental Bond on the property equivalent to 4 weeks rent.

<b>Full name:</b>			
<b>Telephone:</b>	<b>Home:</b>	<b>Mobile:</b>	
<b>Email:</b>		<b>D.O.B.</b>	
<b>Make/model/colour of car:</b>			
<b>Car registration number:</b>			
	<b>Current</b>	<b>Previous</b>	<b>Prior</b>
<b>Street Address</b>			
<b>Suburb</b>			
<b>State / Postcode</b>			
<b>Rent per week</b>	\$	\$	\$
<b>Owner/Agent Name</b>			
<b>Owner/Agent Phone</b>			
<b>Time in residence</b>			
<b>Reason for leaving</b>			

### Other Information

<b>Pets?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Pet description</b>		



<b>Smoker?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Retired?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If No:</b>	<b>Fulltime</b> <input type="checkbox"/>	<b>Part Time/Casual</b> <input type="checkbox"/>
<b>Employer:</b>		
<b>When is your preferred move-in date?</b>		
<b>Have you ever been served with a late rent notice?</b>		
<b>Have you ever been served with an eviction notice?</b>		
<b>Do you have any illnesses or medical conditions we should be aware of:</b>		

### Income advice

<b>What are your current sources of income?</b>	
<b>What is your weekly <u>net</u> income?</b>	

### Emergency Contacts and Next of Kin

	<b>1</b>	<b>2</b>	<b>3</b>
<b>Name</b>			
<b>Relationship</b>			
<b>Contact Number</b>			
<b>Email</b>			
<b>Address</b>			

**Note:**

By signing this application, you grant us permission to communicate with all the contacts if we cannot contact you. If you abandon the unit for any reason then you grant us permission to allow any of your Emergency Contacts or Next of Kin listed above to remove all contents of the dwelling on your behalf.

## **Applicant Undertaking**

I declare that the information provided on, and in conjunction with, this application is true and correct.

I understand that knowingly providing false or misleading information may make my application invalid.

I understand that Calyptus Senior Living and its Agents will only use or disclose the personal information provided in this application for the purposes of verifying eligibility and assessing and processing the tenancy application.

I acknowledge and accept that if this application is denied, neither Calyptus Senior Living nor its Agents are not legally obliged to provide reasons as to why. If the application is successful, personal information collected about me in the tenancy agreement, and during the course of the tenancy, may be used by Calyptus Senior Living and its Agents and disclosed to third parties (including to the lessor, other agents, care providers and tradespeople maintaining and repairing the property) as necessary to manage the tenancy relationship and to ensure the home is tenanted property.

If the information described in the tenancy application is not provided, Calyptus Senior Living and its Agents may refuse to accept and process this application.

I, the applicant, declare that the information provided in and with this application is true and correct and that I have supplied it of my own free will.

I acknowledge and accept that if this application is rejected, neither Calyptus Senior Living nor its Agents are obliged to give a reason and that my personal information will be returned to me on request, otherwise it will be destroyed.

I understand that should this application be approved payment of the first two weeks rent as well as the rental Bond may be required immediately. Until such payment is received by Calyptus Senior Living or its Agents, I understand that the property remains available to other prospective tenants. Payment of the first two weeks rent is non-refundable and confirmation that I (the tenant) will be proceeding with the tenancy.

## **Privacy Statement**

**Please ensure to take the time to read this Privacy Statement carefully. As Professional Property Managers, Calyptus Senior Living and its Agents collect and hold personal information about you. You can ask for access to the personal information we have about you by contacting our office. Please call during office hours (07) 3352 5200.**

**A full copy of our Privacy Policy can be viewed at our website, [www.calyptus.com.au](http://www.calyptus.com.au).**

As Professional Property Managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises. To process your application and to carry out our responsibilities during the term of your tenancy, we may need to disclose your personal information to: The Landlord, the Landlords lawyers, the Landlords mortgagee / insurers, Referees you have nominated, Organizations / Trades people required to carry out maintenance to the premises, Rental Bond Authorities, Residential Tenancy Tribunals / Courts, Mercantile Agents, Tenancy Databases including (but not limited too), TICA and NTD, Other Real Estate Agents and Landlords, Government departments including (but not limited to) Centrelink, Australian Tax Office, Office of Fair Trading and the Police. We also collect your personal information to : Enable us, or the landlords lawyers, to prepare the lease / tenancy documents for the premises, Allow organisations/tradespeople to contact you in relation to maintenance matters, Pay / release rental bonds to / from Rental Bond Authorities (where applicable), Refer to Tribunals, Courts, Statutory and Government Authorities (where necessary), Refer to Mercantile Agents / Lawyers (where default enforcement action is required), Refer to Landlords Insurer's, Check / Report your conduct as a tenant to any Tenancy Databases including (but not limited too) TICA and NTD. Confirm your Employment details, enable us to obtain information / references from your current and previous landlords. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client – the Landlord, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

## Resident Acceptance

- I have read this statement and consent to the use and disclosure of the above information.
- I have read and accept the above conditions (please sign below):

Resident signature: .....

Name: .....

Date: .....

**Please scan and email completed form to:  
[rentals@calyptus.com.au](mailto:rentals@calyptus.com.au)**

## RESIDENT MATCHING QUESTIONNAIRE

<b>Full name:</b>			
<b>Location of Birth:</b>		<b>D.O.B.</b>	

<b>Describe yourself</b>	
<b>Where did you grow up?</b>	
<b>What kind of work have you done?</b>	
<b>Do you have kids/grandkids?</b>	
<b>Do they live nearby?</b>	
<b>Favourite hobbies and interests?</b>	
<b>Favourite foods/recipes</b>	
<b>Do you have any allergies or special dietary needs?</b>	
<b>Are you a Breakfast, Lunch or Dinner person?</b>	
<b>Do you like gardening?</b>	
<b>Favourite movie/TV shows</b>	



<b>Religious beliefs</b>	
<b>Do you play or follow any sports?</b>	
<b>Favourite music</b>	
<b>Drinker or non-drinker? Favourite tippie?</b>	
<b>Favourite place in the world</b>	
<b>Are you competitive?</b>	
<b>Light sleeper or heavy sleeper?</b>	
<b>Are you a morning person or night owl?</b>	
<b>Are you an outgoing person or are you on the shy side?</b>	
<b>Read any good books lately?</b>	
<b>What exercise do you enjoy?</b>	
<b>Do you like animals? What kind?</b>	
<b>What's one saying you try to live by?</b>	
<b>What's something you could talk about for hours?</b>	
<b>What's a typical day in your life like?</b>	

<b>If you could live anywhere, where would it be?</b>	
<b>What is your favourite holiday destination?</b>	
<b>What's your idea of the perfect day?</b>	
<b>What are you famous for?</b>	
<b>What do you like to do on the weekends?</b>	
<b>What didn't we ask about you that's interesting?</b>	

**A clean kitchen at all times is very important (circle):**

1	2	3	4	5
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<b>Anything else?</b>	
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### Resident Acceptance

- I consent to the use and disclosure of the above information to potential housemates.

Resident signature: .....

Name: .....

Date: .....