

# TENANCY APPLICATION



## PROPERTY ADDRESS FOR RENT

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Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

### **Please read prior to completing your Application**

- \* One Application is to be completed per person.
- \* Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.
- \* This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current residential address. Submit copies of the documents with your Application.
- \* If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

## DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

### Points per Document

Submit only one of the following:

<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	40
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg ension Card, Student Card	30
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay dVICES <input type="checkbox"/> Tenancy Ledger	20
Documents on which your name and current address appear:	
<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates notice <input type="checkbox"/> Electricity Account	10
<input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone account <input type="checkbox"/> Gas Account	

### **TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:**

Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by bank transfer.

### **Applicant Checklist - Before I submit this Application, I have ...**

Attached photocopies of documents to  
 meet 100 or more points of ID which include  
mandatory documents

Inspected the Property both internally and  
externally

Been given a copy of the General Tenancy  
 Agreement, Terms and any Special Terms to  
read. NB If not, please contact Agency ASAP

Completed the Application form fully,  
 including the Privacy Disclosure Statement,  
Privacy Consent and Marketing Consent

Completed the Pet Application &  
 Agreement form if pets are to reside at the  
Property

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

Website: www.  Newspaper  Agency contact  Sign   
Referral  Other Agent

Other:

### Applicant's Details

Name Address  
Date of Birth Place of Birth  
Drivers Licence No. Expiry Passport No Expiry  
☎ Home ☎ Mobile ☎ Business  
Email

### Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date

### Current Tenancy Details if applicable

Rent per week \$ Period of occupancy Years Months  
Agent/Landlord ☎ Business Fax  
Do you expect the Bond to be refunded in full  Yes  No Why:

### Previous Address

Address  
Rent per week \$ Period of occupancy Years Months  
Agent/Landlord ☎ Business Fax

### Employment

Current Employer Your Position  
 Full Time  Part Time  Casual  Contract  
Length of Employment Pay day is of each: week  
Years Months / fortnight / month  
Payroll / Manager's Name Fax ☎ Business

### If Self Employed

Company Name Trading As

Address ABN

Period self employed Years Industry/ Nature of Business  
Months

Accountant Details ☐ Business

Creditor Referee ☐ Business

### Income

Source – List below \$Gross per annum (Verification required)

• Employment \$

• Self Employment \$

• Other: \$

• Other: \$

TOTAL \$

### If a Student or Not Currently Employed

Student ID # Institution Course Duration

Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter  Centrelink Document  Bank Statements  Austudy Document  Other

### Details of all Vehicles to be kept at Property

Registration No Model  
Owned / Hire Purchase

Registration No Model  
Owned / Hire Purchase

### Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Address	Age
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**Pets**  No  Yes: Refer to attached Pet Application and Agreement completed

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

## Personal Referees who are not Relatives

Name	Occupation Contact	<input type="checkbox"/> Business Hours
1. <input type="checkbox"/> Work		<input type="checkbox"/> Mob
2. <input type="checkbox"/> Work		<input type="checkbox"/> Mob

## Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?  No  Yes:

Are you in debt to another Lessor or Agent?  No  Yes:

Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes:

Was your Bond at your last address refunded in full?  Yes  No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses Agency Name for rent payments and if used the Tenant will incur a fee of \$amount per transaction

Pre-moving in costs as itemised below are to be paid by **DIRECT DEPOSIT made payable to Cairns Rentals & Sales Real Estate**

<b>ITEM</b>	<b>CALCULATION</b>	<b>\$ PAY</b>	<b>IMPORTANT NOTES</b>
<b>Rent</b> – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond</b> – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Total to be paid BEFORE lease commences

**APPLICANT'S SIGNATURE**

**Date**

**In Presence of Agency Representative**

**Date**

## Position One Property

### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

### COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases.

Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

### PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Cairns Rentals & Sales Real Estate. I authorise **Cairns Rentals and Sales Real Estate representative** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Cairns Rentals & Sales Real Estate subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise **Cairns Rentals & Sales Real Estate** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies,

Financial services, if required in the future, and to Authorities as required by law.

### MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me.

I am the telephone account holder or nominated person by the account holder and agree [Cairns Rentals & Sales Real Estate](#) to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:     Indefinite until advised in writing otherwise     Other

### ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	