

# TENANCY APPLICATION



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Phone 07 40513200  
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Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

## Please read prior to completing your Application

- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Current Wage Advice	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Gas Account	10

### **TOTAL POINTS**

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 2 weeks rent, be paid by money order or bank cheque within 24 hours of acceptance.

<b>APPLICATION CHECKLIST</b>	
<b>Before I submit this Application, I have...</b>	
<input type="checkbox"/>	Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
<input type="checkbox"/>	Inspected the Property both internally and externally.
<input type="checkbox"/>	Completed all details in full on the Application form.
<input type="checkbox"/>	Provided all contact details and documentation for confirmation of income source.
<input type="checkbox"/>	Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

<b>OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT</b>			
<b>CHECKLIST</b>	<b>STAFF MEMBER</b>	<b>DATE</b>	<b>TIME</b>
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of nominated Applicant to contact in relation to application status		Name	Phone

<b>PROPERTY ADDRESS</b>					
<b>How did you find out about this Property</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign		
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent		
	<input type="checkbox"/> Other _____				
<b>Applicant's Full Name and Address</b>	Name _____				
	Address _____				
<b>Personal Details</b>	Date of Birth	/	/	Place of Birth _____	
	Drivers Licence No.		Expiry Date _____		
	Passport No.		Expiry Date _____		
<b>Applicant's Contact Details</b>	☎ Home		☎ Business		
	☎ Mobile		Email _____		
<b>Current Rental Details</b>	Rent per week	\$	Period of occupancy	Months	Years
	Agent/Landlord		☎ Home		
	Fax		☎ Business		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes		
			<input type="checkbox"/> No	Why _____	
<b>Previous Address</b>	Address _____				
	Rent per week	\$	Period of occupancy	Months	Years
	Agent/Landlord		☎ Home		
	Fax		☎ Business		
<b>Employment</b>	Current Employer		<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual	
			<input type="checkbox"/> Part Time	<input type="checkbox"/> Contract	
	Your Position		Supervisor's Name _____		
	Length of Employment	Years	Fax _____		
		Months	☎ Business		
	Total Annual Income (as declared to Australian Taxation Office)		\$ _____		
	Currently I am paid on the		of each week / fortnight / month (circle relevant)		
<b>If Self Employed</b>	Company Name		Trading As _____		
	Address _____				
	ABN		Industry/ Nature of Business _____		
	How long have you been self-employed?		Years	Months	
	Total Annual Income (as declared to Australian Taxation Office)		\$ _____		
	Accountant		☎ Business		
	Creditor		☎ Business		
	Creditor		☎ Business		
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>				
	Student ID # _____	Institution _____	Faculty _____		
	Course _____		Duration _____		
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source:				
	<input type="checkbox"/> Parent / Guardian Letter	<input type="checkbox"/> Centerlink Documents	<input type="checkbox"/> Austudy Documents		
	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Other _____			
<b>Australian Citizen</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – copies of Passport and Visa attached	Visa Expiry	/	/

<b>Vehicle Information</b>	Total number of vehicles to be kept at the premises		
	Registration No	Model	Owned / Hire Purchase
	State		
	Registration No	Model	Owned / Hire Purchase
State			
<b>Occupancy Details</b>	<b>Name</b>	<b>Address</b>	<b>Age</b>
<b>Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property</b>			
<b>Pets</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Type	Breed
	Reg No	Council	Reference is attached Yes <input type="checkbox"/>
<b>Emergency Contact Details of Closest Relatives who will not be Residing with You</b>	Name		Name
	Relationship		Relationship
	Address		Address
	☎ Home		☎ Home
	☎ Work		☎ Work
	☎ Mobile		☎ Mobile
<b>Personal References (not relatives)</b> Please ensure each has agreed for you to nominate them as a Referee.	<b>Name</b>	<b>Email Address</b>	<b>☎ Business Hours Contact</b>

**I confirm the following:**

- |  |                             |                              |       |
|--|-----------------------------|------------------------------|-------|
| 1. Have you ever been evicted by any Lessor or Agent?                                    | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 2. Have you been refused another Property by a Lessor or Agent?                          | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 3. Are you in debt to another Lessor or Agent?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 5. Was your rental bond at your last address refunded in full?                           | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |

**Detail**

**I confirm the following:**

During my inspection of the Property on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ I found it to be in a satisfactory condition  Yes  No  
If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

**Declaration**

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of \_\_\_\_ months, at a rental of \$ \_\_\_\_ per week commencing on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**I understand that if this Application is approved by the Lessor:**

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 2 weeks rent.
- Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR MONEY ORDER**.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 4 times weekly rent</b> <small>NB: If rent is over \$500pw, Bond is specified on rent list</small>	4 x \$	= \$	Full bond or part bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval.

**TOTAL PRE-MOVING IN COST** \$ \_\_\_\_\_ Must be paid BEFORE lease commences

<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	
<b>In Presence of Agency Representative</b>		<b>Date</b>	

