

TENANCY APPLICATION

Agency: Professionals Cairns Beaches
 Address: Shop 1 Smithfield Business Centre, 1057 Captain Cook Hwy, Smithfield QLD 4878
 Phone: (07) 4038 3800
 Fax: (07) 4038 3400
 Email: cairnsbeaches@professionals.com.au

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 over the age of 18.
- Applicants are to supply their own photocopies of documentation required.
- **Failure to supply photocopied ID is subject to a \$0.50 fee Per Copy.**
- Approval within the first 48 hours, you must be in the position to sign a Tenancy Agreement and pay the first 2 weeks rent from within 48 hours of approval.
- Holding deposits are **Non** refundable.

Documents Accepted For Identification Check

Submit **Only One** of the following:

Passport Birth Certificate 70

Driver Licence Proof of Age Card 40

Other Photo ID from Government: E.g. Pension Card, Student Card 40

2 recent Rent Receipts 2 recent Pay Advices Tenancy Ledger 25

Written Rental Reference from Lessor/Agent

Documents on which your name and current address appear: 25

Car registration certificate Rates Notice Electricity Account

Bank/Credit Card Statement Telephone Account 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 EFTPOS, Credit Card, or Internet Transfer (Providing receipt of Transaction) **Note: We are a cashless office.**

Application 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 Conditions 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 Detail section of the Application, if Pets are to reside at the property.

Office use only – to be completed at time of application being submitted with applicant present

Checklist	Staff	Date	Time
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes/No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET 13		Yes/No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent		/ /	am/pm

TENANCY APPLICATION

Rental Property Applying for:

Property Address:

How did you find out about this Property?

Website: Newspaper Agency Contact Sign Referral Other Agent Other:

Applicant Details:

Name:

Date of Birth:

Place of Birth:

Drivers Licence No.

Expiry:

Passport No.

Expiry:

Home Phone:

Mobile:

Business Phone:

Email:

Australian Citizen:

Yes No: refer to copies of Passport and Visa attached

Visa Expiry Date:

Current Address:

Address:

Rent per Week:

\$

Period of Occupancy:

Years:

Months:

Agent/Landlord:

Phone:

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:

Phone:

Fax:

Employment:

Current Employer:

Your Position:

Full Time

Part Time

Casual

Contract

Length of Employment:

Years:

Months:

Payday is

of each: week/fortnight/month

Payroll/Managers Name:

Phone:

Fax:

If Self Employed:

Company Name:

Trading As:

Address:

ABN:

Period Self Employed:

Years:

Months:

Industry/Nature of Business:

Accountant Details:

Phone:

Creditor Referee:

Phone:

Income:

Source – List Below

\$ Gross per annum (Verification required)

Employment:

\$

Self Employment:

\$

Other:

\$

TOTAL:

\$

If a Student or Not Currently Employed:

Student ID #

Institution:

Course:

Duration:

Parent/Guardian Letter Centrelink Document Bank Statement Austudy Document Other

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Details of all Vehicles to be Kept at the Property:

Registration No: _____ Make: _____ Model: _____
 Registration No: _____ Make: _____ Model: _____

Occupancy Details of all Persons to Reside at Property, Including Children:

Name: _____ Address: _____ Age: _____
 Name: _____ Address: _____ Age: _____
 Name: _____ Address: _____ Age: _____
 Name: _____ Address: _____ Age: _____

Pets:

Breed: _____ No: _____ Council Registered: _____
 Breed: _____ No: _____ Council Registered: _____

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

1. Name: _____ 2. Name: _____
 Address: _____ Address: _____
 Relationship: _____ Home: _____ Relationship: _____ Home: _____
 Work: _____ Mobile: _____ Work: _____ Mobile: _____

Personal Referees who are not Relatives:

Name: _____ Occupation: _____ Business Hours Contact: _____
 1. _____ Mobile: _____ Work: _____
 2. _____ Mobile: _____ Work: _____

Declarations – Applicant to Complete and Provide Details as Required:

Have you ever been evicted by any Lessor or Agent? Yes No
 Are you in debt to another Lessor or Agent? Yes No
 Is there any reason known to you that would affect your ability to pay rent when due? Yes No
 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 Conditions 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 RE Connect and EFTPOS Facilities for rent payments and if used the Tenant will incur a fee. Pre-moving in costs as itemised below is to be paid by EFTPOS, Credit Card or Internet Banking (proof of receipt required)

Item:	Calculation:	\$ Payable:	Important Notes:
Rent - First 2 Weeks Rent	2 x \$	= \$	Must Be Paid Before Lease Commences
Bond - 4 Times Weekly Rent	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 = \$			Total to be Paid Before Lease Commences

Applicants Signature: _____

Date: _____

Credit Card Details for Holding Deposit:

Payment: Visa MasterCard Back Card

Card Number: ____/____/____/____

CCV: _____ Expiry: _____

Card holders Name: _____

Signature: _____ Date: _____

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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 your precious 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 set out below in the Privacy Consent section.

Collection Notice

The personal information you provide in the 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 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 your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful and 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, maybe 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 Professionals Cairns Beaches. I authorise Professionals Cairns Beaches to collect information about me from:

- My previous letting Agents and/or Lessor;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Professionals Cairns Beaches subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise Professionals Cairns Beaches to refer my name and contact details to any 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 e.g. 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 Professionals Cairns Beaches 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:

Applicants Name: _____

Applicants Signature: _____

Date: _____

Time: _____