

## Harcourts Cairns Beaches

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# APPLICATION FOR RESIDENTIAL TENANCY

## NOTICE TO ALL RESIDENTIAL TENANCY APPLICATIONS

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS.

LAST 4 RENT RECEIPTS	50 POINTS
DRIVERS LICENCE	40 POINTS
PHOTO I.D.	30 POINTS
PASSPORT	30 POINTS
COPY OF BIRTH CERTIFICATE, MEDICARE CARD, PENSION/ HEALTH CARE CARD, BANK CARD (EACH)	15 POINTS
CURRENT M.V. REGO PAPERS	10 POINTS
2 x CURRENT WAGE ADVICE	10 POINTS
COPY OF PREVIOUS TELEPHONE ACCOUNT, ELECTRICITY ACCOUNT, GAS ACCOUNT, BANK STATEMENT (EACH)	10 POINTS

**SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS, PLEASE  
DON'T HESITATE TO CONTACT OUR AGENCY FOR ADVICE.**

**NOTE: ALL TENANCY APPLICANTS ARE REFERRED TO TICA (Tenancy Information Center of Australia) AND  
OTHER RELEVANT TENANCY DATA BASES FOR CONFIRMATION OF DETAILS SUPPLIED.**

# APPLICATION FOR RESIDENTIAL TENANCY

## INSTRUCTIONS FOR PREPARING YOUR APPLICATION FOR RESIDENTIAL TENANCY

Welcome to Harcourts Cairns Beaches. To assist you in ensuring your application is processed in an expedient manner, please ensure your application is returned with:

- Copies of all appropriate documentation
- All sections completed in full including contact details of referees
- All applicants have signed the application where indicated

**PLEASE NOTE: There is a \$2.00 fee per application for coping costs, if needed.**

Failure to complete your application in full and return with required documentation will delay processing and could result in the property being leased to another applicant.

We recommend that to assist in ensuring the processing of your application that you request from your previous agent (or property owner):

- A copy of your ledger
- A letter recommending you as a tenant including dates of your lease, weekly rent paid, details of inspections whilst a tenant and a contact name for Harcourts to confirm details with
- Advising your previous agent (property owner) that we will be contacting them to confirm details of your tenancy

If you have rented several properties over the past three years, we require information from all past agents or property owner if privately leased.

Applications take up to 24 hours to process (providing all relevant referees can be contacted). This includes checks through the Tenancy Information Centre of Australia (TICA).

On **acceptance** of this application, all applicants are required to meet at this office at a scheduled time to pay the first four weeks rent as bond and also sign the lease agreements. It will then be necessary for you to pay the balance of the money, equivalent to 2 weeks rent, prior to the commencement of the lease.

**PLEASE NOTE: The property will remain available until the General Tenancy Agreement is signed by all parties and a minimum of the first two weeks rent has been paid. We accept Bank Cheque or Direct Deposit. Proof of Direct Deposit must be presented at time of meeting.**

Should you require access to the property for the purpose of having the electricity and gas connected, you are able to sign out the keys for a specified period of time prior to the lease taking effect.

Please do not hesitate to call us if you have any further queries regarding your application.

**APPLICATION FOR RESIDENTIAL TENANCY**

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_

NAME OF APPLICANTS: \_\_\_\_\_

**PERSONAL DETAILS**

Name in Full:

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_ DOB \_\_/\_\_/\_\_

Contact Details:

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Work email: \_\_\_\_\_ Private email: \_\_\_\_\_

Have you been known by any other name? Yes/No

If yes, what other name have you been known by? \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_ Passport: \_\_\_\_\_ Country \_\_\_\_\_

**ADDRESS DETAILS**

Present address: \_\_\_\_\_ Own/ Rent/Sold \_\_\_\_\_

Name of Agent/Owner: \_\_\_\_\_ Weekly rent: \_\_\_\_\_

Address of Agent/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Previous address: \_\_\_\_\_ Own/ Rent/Sold \_\_\_\_\_

Name of Agent/Owner: \_\_\_\_\_ Weekly rent: \_\_\_\_\_

Address of Agent/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**VEHICAL DETAILS**

Make of vehicle: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Registration: \_\_\_\_\_

How many vehicles will be housed at the property including your own? \_\_\_\_\_

**DEPENDANTS**

Do you have any dependants? Yes/No If so, how many \_\_\_\_\_

Name of dependants other than applicant/s who will be residing at the property:

Name: \_\_\_\_\_ Age: \_\_ DOB \_\_/\_\_/\_\_ Relationship to applicant \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_ DOB \_\_/\_\_/\_\_ Relationship to applicant \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_ DOB \_\_/\_\_/\_\_ Relationship to applicant \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_ DOB \_\_/\_\_/\_\_ Relationship to applicant \_\_\_\_\_

**WORK/ EMPLOYMENT HISTORY**

Are you employed? Yes/No

If employed on what terms permanent/Fulltime/Casual/Part-time/Centrelink/Contract/Other \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Salary: \_\_\_\_\_ Period of Employment \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Employer's address: \_\_\_\_\_

## APPLICATION FOR RESIDENTIAL TENANCY

**Previous Employment:** On what terms? Permanent/Fulltime/Casual/Part/Centrelink/Contract/Other: \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Salary: \_\_\_\_\_ Period of Employment \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Employer's address: \_\_\_\_\_

### SELF EMPLOYED

How long have you been self-employed? \_\_\_\_\_ Business Name: \_\_\_\_\_

How long has the business been established: \_\_\_\_\_ ABN: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Postal Address: \_\_\_\_\_

Accountant's Name: \_\_\_\_\_ Accountant's phone: \_\_\_\_\_

**\* Please attach past 3 month's bank statements and letter from Accountant.**

### IF STUDENT

If you are a student, what University, Tafe or School do you attend? \_\_\_\_\_

Student Identification Number: \_\_\_\_\_ Are you an overseas student? Yes/No

Visa Expiry Date: \_\_\_\_\_ Who is responsible for your rental payments? \_\_\_\_\_

If person other than you is responsible for your rental payments please provide full details: \_\_\_\_\_

### PET DETAILS

Do you own a pet? Yes/No If yes will the pet be staying with you at the property? Yes/No

How many pets do you have? \_\_\_\_\_ What type of pet do you have? \_\_\_\_\_

What is the breed of your pet/s? \_\_\_\_\_ What is the age of your pet? \_\_\_\_\_

Have you ever leased a property with your pet before? Yes/No If yes, which property? \_\_\_\_\_

Is the pet/s registered with the local council? Yes/No If yes, which council? \_\_\_\_\_

Please supply a copy of the Council Certificate. Do you have a reference for your pet? Yes/No

If yes, please supply.

### PERSONAL REFERENCES

Name: \_\_\_\_\_ Occupation \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### NAME OF RELATIVE OR OTHER PERSON TO CONTACT IN EMERGENCY

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

### NAME/S OF PERSONS OTHER THAN APPLICANTS WISHING TO OCCUPY THE PREMISES

Name: \_\_\_\_\_ Age \_\_\_\_ DOB \_\_/\_\_/\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_ DOB \_\_/\_\_/\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_ DOB \_\_/\_\_/\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_ DOB \_\_/\_\_/\_\_ Relationship to Applicant: \_\_\_\_\_

**APPLICATION FOR RESIDENTIAL TENANCY****NAMES OF OTHER APPLICANTS APPLYING FOR THIS PROPERTY**

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

**TICA & OTHER RELEVANT TENANT DATA BASES – TENANCY HISTORY CHECK****Part A**

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided missing information could jeopardise your application.
2. The completion of the annexure does not constitute an offer of acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.

**Part B**

- 1.a) Has any lessor or agent ever evicted you? Yes/No If yes please give details: \_\_\_\_\_
  - b Has any lessor or agent ever refused you another property? Yes/No If yes please give details: \_\_\_\_\_
  - c) Are you in debt to another lessor or agent? Yes/No If yes please give details: \_\_\_\_\_
  - d) Is there any reason known to you that would affect your capacity to pay rent?  
Yes/No If yes please give details: \_\_\_\_\_
  - e) Where any deductions made from your rental bond at your last address?  
Yes/No If yes please give details: \_\_\_\_\_
  - f) Have any deductions ever been made from your bond at previous rental properties?  
Yes/No If yes please give details including the address of the property:  
\_\_\_\_\_

2. I (name) \_\_\_\_\_, the applicant hereby authorise you as the agent to conduct an enquiry with Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to the Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to assist in the assessment of my application.

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

**APPLICANTS DECLARATION**

Applicant's Declaration: I (name) \_\_\_\_\_ the applicant do solemnly and sincerely declare that I am over 18 years of age and am not a bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned premises \_\_\_\_\_ (property address

and wish to take tenancy of such premises for a period of (lease term) \_\_\_\_\_ from \_\_\_/\_\_\_/\_\_\_ at a rental of \$ \_\_\_\_\_

per week and that the rental to be paid is within my means. I also undertake to pay a Rental Bond of \$ \_\_\_\_\_ upon signing by me of the tenancy agreement.

In the presence of \_\_\_\_\_ Signature: \_\_\_\_\_

# APPLICATION FOR RESIDENTIAL TENANCY

## DISCLAIMER/ AUTHORITY

I/We, the said applicant/s, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my/our own free will. I/We further authorise the leasing/managing agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I/We, the said applicant/s, do solemnly and sincerely declare that I/we am/are over 18 years of age and eligible to enter into this agreement.

I/We, the said applicant/s, to solemnly and sincerely declare:-

1. I/We have, of my/our own accord, decided that I/we wish to rent the aforementioned property commencing \_\_\_/\_\_\_/\_\_\_ for a period of \_\_\_\_\_.
2. I/We have been informed, understand and agree that the rental for the aforementioned property is to be \$\_\_\_\_\_ per week, and that this rental is within my/our means to support.
3. I/We have been informed, understand and agree that the bond for the aforesaid property will be \$\_\_\_\_\_ and I/we further agree and undertake to pay the said bond on/before signing the tenancy agreement. I/We further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
4. I/We have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I/we authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
5. I/We have been informed, understand and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me/us.
6. I/We have been informed, understand, and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me/us.
7. I/we have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

## PRIVACY ACKNOWLEDGEMENT

In accordance with Section 18n(1)(b) of the Privacy Act, I/we authorize you to give information to and obtain information from all credit providers and references named in this application. I/We understand this can include information about my/our credit worthiness, credit standing, credit history and/or credit capacity. I/We understand this information may be used to assess my/our application.

APPLICANT NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_