

TENANCY APPLICATION

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.
- Applicants are to supply their own photocopies of documentation required.
- Failure to supply photocopied ID is subject to a **\$0.50 fee PER PAGE**
- 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.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

You must provide identification from categories below to make up **100 points of identification.**

<input type="checkbox"/> PASSPORT	<input type="checkbox"/> BIRTH CERTIFICATE	<input type="checkbox"/> DRIVERS LICENCE	<input type="checkbox"/> PROOF OF AGE CARD	40 points
<input type="checkbox"/> 2 RECENT RENT RECEIPTS	<input type="checkbox"/> 2 RECENT PAY ADVICES	<input type="checkbox"/> TENANCY LEDGER		20 points
<input type="checkbox"/> CAR REGISTRATION PAPERS	<input type="checkbox"/> BANK STATEMENT			20 points
<input type="checkbox"/> MEDICARE CARD	<input type="checkbox"/> UTILITY BILL/S			

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**. *NOTE – FREEMANS RESIDENTIAL IS A CASHLESS OFFICE*

TENANT CHECKLIST – Before I submit this application I have.....

<input type="checkbox"/>	Attached photocopies of documents to meet 100 or more points of identification which include mandatory documents. Please note: one phot identification is required
<input type="checkbox"/>	Inspected the Property both internally and externally. Date viewed ___/___/____.
<input type="checkbox"/>	Viewed a copy of the General Tenancy Agreement, on the RTA website http://www.rta.qld.gov.au/Resources/Forms/Forms-for-general-tenancies/General-tenancy-agreement-Form-18a.aspx If you are unable to view online please contact our office.
<input type="checkbox"/>	Completed the Application form in full , including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent.
<input type="checkbox"/>	Completed the Pet Application & Agreement form if pets are to reside at the Property. (Please ask a staff member for this form)



property address you wish to apply for:

Applicant's Details

Name		Address	
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

Australian Citizen

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Current Tenancy Details if applicable

Rent/Board per week \$	Period of occupancy	Years	Months
Agent/Landlord	Fax/Email	<input type="checkbox"/> Business	
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:

Previous Address

Address			
Rent/Board per week \$	Period of occupancy	Years	Months
Agent/Landlord	Fax/Email	<input type="checkbox"/> Business	

Employment

Current Employer		Your Position	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
Length of Employment	Years	Months	Pay day is of each: week / fortnight / month
Payroll / Manager's Name	Fax/Email	<input type="checkbox"/> Business	

If Self Employed

Company Name		Trading As	
Address		ABN	
Period self employed	Years	Months	Industry/ Nature of Business
Accountant Details		<input type="checkbox"/> Business	
Creditor Referee		<input type="checkbox"/> Business	

Income – 2 current consecutive payslips must be provided or a bank statement.

Source – List below	\$ Gross per annum (Verification required)
• Employment	\$
• Self Employment	\$
• Centerlink (total per fortnight)	\$
TOTAL	\$

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student.	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Bank Statements	
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> 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 all Persons to Reside at Property, including Children

Name	Address	Age

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

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. 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.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE made payable to FREEMAN'S RESIDENTIAL.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid within 48 hours of approval of application
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond must be paid before lease commences
NB: If rent is over \$700pw, Bond is as specified on Rent List			
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE:

Date

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the Australian 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 **Freeman's Residential** 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 Team Leader. 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 **Freeman's Residential**. I authorise **Freeman's Residential** 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 **Freeman's Residential** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Freeman's Residential** 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 **Freeman's Residential** 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

Applicant Name	
Applicant Signature	
Date	
Time	

you're welcome

ph 07 4051 9300 | fax 07 4031 2500 |
www.freemans.property | applications@freemans.property |
 6 aplin street cairns city
 po box 6270 cairns, qld australia, 4870

