

## By Submitting This Application You Understand The Following:

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- Your application can take up to 48 hours to be processed
  - Each applicant is to complete an application form
- Each applicant is required to submit 100 points of identification, which **MUST** include **Photo ID and proof of income i.e. payslips/centerlink statement**
- Each applicant is required to provide two personal references (not family) and a Next of Kin (parent, sibling or guardian)
- If approved the first two weeks rent must be paid in cash to our office within 24 hours of approval
- If approved all applicants must make an appointment to come into our office (together) and sign all documents within 24 hours of approval
- A full bond equal to four weeks rent plus the first two weeks rent (a total of six weeks rent) must be paid prior to us handing over the keys for property
- After the initial payment of bond and two weeks rent, we do not accept rent payments in cash



# Application for Residential Tenancy

## PROPERTY ADDRESS \_\_\_\_\_

I understand that an email address must be provided on the Application for Residential Tenancy Form and should my application be approved the proposed General Tenancy Agreement will be sent electronically for my review before any monies are paid to Tropical Cairns Rentals. I understand that within 24 hours of the proposed General Agreement being accepted, I must pay the first week's rent. I understand that failure to pay the first week's rent within 24 hours may result in the property being offered to another applicant.

NAME OF APPLICANT \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

### APPLICANT DETAILS

Full Name \_\_\_\_\_

Have you been known by any other name(s)? YES  NO

If yes what name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Licence/Passport # \_\_\_\_\_ State \_\_\_\_\_

Do you have any dependents? YES  NO  Total number of applicants applying for property? \_\_\_\_\_

Dependant(s) Full Name	Age
_____	_____.
_____	_____.
_____	_____.
_____	_____.

Are you or any of the dependants living with you a smoker? YES  NO

Vehicle(s) registration number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

### CONTACT DETAILS

Phone: Mobile \_\_\_\_\_ Home: \_\_\_\_\_

Work \_\_\_\_\_ Email: \_\_\_\_\_

### RENTAL HISTORY

Current Address: \_\_\_\_\_

Current Agent/Lessor: \_\_\_\_\_ Ph Number: \_\_\_\_\_

Time at Premises: \_\_\_\_ Years \_\_\_\_ Months Weekly Rent \$ \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Agent/Lessor: \_\_\_\_\_ Ph Number: \_\_\_\_\_

Time at Premises: \_\_\_\_ Years \_\_\_\_ Months Weekly Rent \$ \_\_\_\_\_

### PETS – List any pets owned

Number of Pets \_\_\_\_\_

Type of pet(s) \_\_\_\_\_

Breed of pet(s) \_\_\_\_\_

Are your pets registered with Cairns City Council? YES  NO

If you are a student, what University, TAFE or school do you attend? \_\_\_\_\_  
Student Number \_\_\_\_\_ Overseas Student? YES  NO  Visa Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you an Australian Citizen/Resident? YES  NO  → Visa Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EMPLOYMENT**

Are you employed? YES  NO  → Do you receive Centerlink? YES  NO   
How much do you receive per fortnight? \$ \_\_\_\_\_  
 Full time  Part time  Casual  Contract  Other \_\_\_\_\_  
Occupation: \_\_\_\_\_ Net weekly income: \$ \_\_\_\_\_  
Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months Name of Company: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Ph # \_\_\_\_\_

**IF SELF-EMPLOYED**

Business Name: \_\_\_\_\_  
How long have you been self employed? \_\_\_\_\_ Years \_\_\_\_\_ Months  
ABN: \_\_\_\_\_  
Address of Business: \_\_\_\_\_  
Accountants Name: \_\_\_\_\_ Ph # \_\_\_\_\_

**NEXT OF KIN** (Family member who will NOT be living with you)

Name: \_\_\_\_\_ Ph# \_\_\_\_\_  
Address: \_\_\_\_\_

**PERSONAL REFERENCES** (Do NOT list relatives or partners)

Name: \_\_\_\_\_ Ph# \_\_\_\_\_  
Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Ph# \_\_\_\_\_  
Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

**DECLARATION**

Have you ever been evicted by an agent or lessor? YES  NO   
If Yes, Why: \_\_\_\_\_

Are you in debt to another agent or lessor? YES  NO   
If Yes, Why: \_\_\_\_\_

Is there any reason known to you that would affect your ability to pay rent? YES  NO   
If Yes, Why: \_\_\_\_\_

Was your bond at your last address refunded in full? YES  NO   
If No, Why: \_\_\_\_\_

**SUPPORTING DOCUMENTS**

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photo copy any item and retain as part of your application.

**Submit at least one from each category**

<input type="checkbox"/> Passport	<input type="checkbox"/> Birth Certificate	<b>50</b>		
<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> Proof of Age (18+) Card	<input type="checkbox"/> Student/Pension Card	<b>40</b>	
<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Motor Vehicle Registration	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Utility Account e.g. Electricity	<b>20</b>
<input type="checkbox"/> Rent Receipts	<input type="checkbox"/> Tenant Ledger	<input type="checkbox"/> Rental Bond History	<b>20</b>	

**PROOF OF INCOME**

You are also required to supply the agency with proof of income upon submission of your application.

**Employed:** Last TWO pay slips

**Self Employed:** Bank Statements, Group Certificate or Accountants Letter

**Not Employed:** Centerlink Statements

I wish to undertake a tenancy period of \_\_\_\_ months, to commence on the \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental price of \$\_\_\_\_\_. I understand that I am to pay a rental bond of \$\_\_\_\_\_ and two weeks rent before I take possession of the premises and sign a tenancy agreement.

I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to pay for the property, my character and my creditworthiness. For such purpose, I authorize you to contact the persons named in the application, and to undertake such searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that the information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obligated to provide reasons as to why. I also consent to and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be caused for the agent/lessor to pass my details onto others which may include (but not limited to) insurance companies, Body Corporate, contractors, other real estate agents, sales people and tenancy default databases.

**Name of Applicant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_