By Submitting This Application You Understand The Following:

- 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/Centrelink 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 Twomey Schriber Property Group. 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

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

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 care 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 commencements of the tenancy agreement, there may be cause 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: _____