

TENANCY APPLICATION



| | |
|-------------------|--|
| AGENCY NAME | Cairns Property Office South |
| ADDRESS | 2/58 Norman Street, Gordonvale |
| PHONE | 07) 4015 2988 |
| EMAIL | admin.south@cpo.com.au |
| WEBSITE | www.cpo.com.au |
| PROPERTY ADDRESS: | |
| APPLICANT NAME: | |

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 NOTE THAT IT IS THE APPLICANT'S RESPONSIBILITY TO SUPPLY ALL PHONE NUMBERS, FAX NUMBERS AND EMAIL ADDRESSES.

THE APPLICATION WILL NOT BE PROCESSED UNTIL IT IS 100% COMPLETE INCLUDING SUPPORTING DOCUMENTS, FAX NUMBERS AND EMAIL ADDRESSES.

Please read prior to completing your Application:

- **One Application is to be completed for each adult Applicant.**
- **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 1 weeks rent is to be paid by Cash, Bank Cheque or Eftpos.**
- **Applicant to supply photocopies of identification. Photocopying done by Cairns Property Office will be at \$0.50 per sheet.**
- **For our Agency to consider the application, THE APPLICANT/S NET WEEKLY INCOME SHOULD BE AT LEAST THREE TIMES THE PROPOSED WEEKLY RENT (e.g. rent is not to exceed one third of the net income).**
- **If emailing your Application and documents, please call to confirm it has been received and is legible.**

| | |
|--|--|
| SUBMIT AT LEAST ONE (1) OF THE FOLLOWING PHOTO IDENTIFICATION: | |
| <input type="checkbox"/> Drivers Licence | <input type="checkbox"/> Passport |
| SUBMIT TWO (2) CURRENT DOCUMENTS ON WHICH YOUR NAME & CURRENT ADDRESS APPEAR: | |
| <input type="checkbox"/> Car registration certificate | <input type="checkbox"/> Rates Notice |
| <input type="checkbox"/> Electricity Account | <input type="checkbox"/> Gas Account |
| <input type="checkbox"/> Bank/Credit Card Statement | <input type="checkbox"/> Telephone Account |
| <input type="checkbox"/> Other Document showing your name & current address | |
| SUBMIT TWO (2) OF THE FOLLOWING IDENTIFICATION: | |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Medicare Card |
| <input type="checkbox"/> Bank Card | |
| SUBMIT VERIFICATION OF INCOME: | |
| <input type="checkbox"/> 3 Recent Pay Advices | <input type="checkbox"/> Current Centrelink Income Statement |
| <input type="checkbox"/> Bank Statement | <input type="checkbox"/> Letter of Employment |
| SUBMIT VERIFICATION IF SELF EMPLOYED: | |
| <input type="checkbox"/> Bank Statement | <input type="checkbox"/> Group Certificate |
| <input type="checkbox"/> Latest Tax Return | <input type="checkbox"/> Accountants Letter |

| | | |
|--|----------------------------|------------|
| OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT | | |
| DATE APPLICATION RECEIVED: | PROPERTY MANAGER: | ASSISTANT: |
| Applicant inspected the property: YES / NO | Scheduled Inspection Date: | |

All required Documents received: YES / NO (if NO, detail below)

Waiting on documents:

Applicant's Details

Name in Full

Other name/s you have been known by

Date of Birth

Male Female

Drivers Licence No.

Expiry

Passport No

Expiry

Home

Mobile

Business

Email

Australian Citizen

Yes

No:

Copies of Passport and Visa must be attached

Visa Expiry Date

Current Address:

Rent per week

\$

Period of occupancy

Years

Months

Agent/Landlord

Business

Fax/email

Reason for leaving

Do you expect the Bond to be refunded in full

Yes

No

Why not:

Previous Address:

Rent per week

\$

Period of occupancy

Years

Months

Reason for leaving

Agent/Landlord

Business

Fax/email

Previous Address:

Rent per week

\$

Period of occupancy

Years

Months

Reason for leaving

Agent/Landlord

Business

Fax/email

Employment

Current Employer

Your Position

Full Time

Part Time

Casual

Contract

Length of Employment

Years

Months

Net Weekly Wage \$

Payroll / Manager's Name

Business

Fax/email

If Self Employed

Company Name

Trading As

Address

ABN

Period self employed

Years

Months

Industry/ Nature of Business

Accountant Details

Business/email

Net wage per annum: \$

Please provide verification (e.g. accountant letter)

If a Student

Student ID #

Institution

Course

Duration

Documents attached to Application to verify

Vehicles to be kept at Property

| Registration No | Model | Owned / Financed |
|-----------------|-------|------------------|
|-----------------|-------|------------------|

Occupancy Details of ALL Persons to Reside at Property other than Applicant, including Dependants and other Applicants

| Name | Date of Birth | Relationship | Name | Date of Birth | Relationship |
|------|---------------|--------------|------|---------------|--------------|
| | | | | | |
| | | | | | |

Pets to be kept on Premises No Yes (please complete Pet Application and Agreement on page 6)

Emergency Contact Details of Closest Relatives not residing with you (in Australia)

| 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 |
| Email: | Email: |
| ALL EMERGENCY CONTACTS AND REFEREES WILL BE EMAILED. | ALL EMERGENCY CONTACTS AND REFEREES WILL BE EMAILED. |

Personal Referees (who are not relatives and must be in Australia)

| | | |
|----------|-------|-------|
| 1. Name: | ☎ Mob | Email |
| 2. Name: | ☎ Mob | Email |

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
- Was your Bond at your last address refunded in full? No Yes
- Will you be paying the Bond (equivalent to 4x weeks rent) by using a [Bond Loan](#)? 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.

To meet the Agency criteria, I understand that for the Agency to consider my application, the proposed rent should not be more than one third of the applicant's net weekly income.

I accept, if this application is declined, Cairns Property Office is not legally obliged to give reasons why and accept that this application and all attached documents is not retained by the Agent and will be shredded within 1 month of being declined.

I understand that if the nominated Applicant is advised this Application is approved then the holding deposit equal to one (1) weeks rent will be paid within 24 hours of such notice of acceptance. The Agent will continue to advertise the property and process application until receipt of this deposit.

In the event that I change my mind and the Tenancy does not proceed, then this amount will be NON REFUNDABLE after 48 hours from the date the deposit was made, due to costs incurred by the lessor/agent to secure the approved application.

I understand that upon commencement of the Tenancy Agreement, payment for an additional weeks rent and the full Bond amount is payable.

Pre-moving in costs as itemised below are to be paid by BANK CHEQUE, CORRECT CASH or EFTPOS.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____/____/____

| ITEM | CALCULATION | \$ PAYABLE | IMPORTANT NOTES |
|---|-------------|------------|--|
| Rent – first 2 weeks rent | 2 x \$ | = \$ | Must be paid BEFORE lease commences |
| Bond – 4 times weekly rent <small>NB: If rent is over \$700pw, Bond is as specified on Rent List</small> | 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: _____

Privacy

CAIRNS PROPERTY OFFICE SOUTH PTY LTD (ACN 616 379 698) trading as **CAIRNS PROPERTY OFFICE SOUTH** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Cairns Property Office South Rentals condensed Privacy Notice. Cairns Property Office South Rentals also has a full Privacy Policy, which contains information about how you can complain about any breach by Cairns Property Office South Rentals of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.cpo.com.au.

Information Collection, Use and Disclosure

During the course of your involvement with CAIRNS PROPERTY OFFICE SOUTH, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;

Privacy Notice and Consent

- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases: TICA- Tenancy Database (Tenancy Information Centre Australia) and Barclay MIS (Debt collection Recovery). Refer to page 6.
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information. We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to CAIRNS PROPERTY OFFICE SOUTH collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that CAIRNS PROPERTY OFFICE SOUTH update or correct your personal information. A charge may apply for providing access to your information. Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:

📮 2/58 Norman Street, Gordonvale ☎ 07 4015 2988 📧 ADMIN.SOUTH@CPO.COM.AU

I, _____
(Applicants Full Name)

of _____
(Current Residential Address)

have read and understood the attached information. I authorise employees of Cairns Property Office South, and independent contractors of Cairns Property Office South including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on preceding pages to assist with my involvement with Cairns Property Office South. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Cairns Property Office South, Cairns Property Office South may be unable to provide the products or services I have requested.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Signature

Date

Information about your application and tenancy databases

(To be provided by the property manager / owner to prospective tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).

Information about your application and tenancy databases

(To be provided by the property manager / owner to prospective tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

What this means for you

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

At Cairns Property Office South we use the following tenancy databases:

| |
|--|
| • TICA- Tenancy Database (Tenancy Information Centre Australia) |
| • Barclay MIS (Debt collection Recovery) |
| • |
| • |

What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information?

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.



PAYING YOUR RENT

DIRECT DEPOSIT - Go into your nearest Westpac bank and pay directly into our trust account

EFT – Electronic Funds Transfer

BANK CHEQUE OR MONEY ORDER – Made payable to Cairns Property Office South Pty Ltd

CASH IS NOT ACCEPTED IN THIS OFFICE

| PET APPLICATION AND AGREEMENT | | | |
|---|--|--------------|--|
| AGENCY DETAILS | Cairns Property Office South | | |
| PROPERTY ADDRESS | | | |
| TENANT NAME | | | |
| PET DETAILS If more than 2 pets, print and complete separate Pet Agreement. | | PET 1 | PET 2 |
| | TYPE OF PET/S | | |
| | BREED OF PET/S | | |
| | COUNCIL REG # | | |
| CRITERIA (Please specify) | <input type="checkbox"/> Outside only | | <input type="checkbox"/> Inside/Outside |
| TERMS AND CONDITIONS | <p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> 1. If this application is approved, the Lessor agrees to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement. 2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. 3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests' pets and regardless of their approval status. 4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status. 5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards. 6. The pet/s are to be outside at all times, if specified in the General Tenancy Agreement or this Pet Agreement. 7. By signing below you are only asking for approval of the above-mentioned pet/s to | | |

| | | | |
|---|--|--|-------------|
| | be accepted at the property for which you are applying. 8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section. | | |
| ACKNOWLEDGEMENT BY APPLICANT | Applicant Name | Signature | Date |
| | | | |
| | | | |
| AFTER PROCESSING APPLICATION | | | |
| APPLICATION RESULT | <input type="checkbox"/> Application for Pet/s – APPROVED <input type="checkbox"/> Application for Pet/s – DECLINED IF APPROVED: The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above. | | |
| CRITERIA | <input type="checkbox"/> Outside only | <input type="checkbox"/> Inside/Outside | |
| AUTHORISATION ON BEHALF OF LESSOR / AGENT | Agent | Signature | Date |
| | | | |
| | | | |
| TENANT AGREEMENT To be signed only if pet/s are approved. | Tenant Name | Signature | Date |
| | | | |
| | | | |