

**PROPERTY ADDRESS:** \_\_\_\_\_

Every section of this application must be completed - including phone & fax numbers. Any sections that are not applicable, cross out. Attach a covering letter if necessary. **APPLICATIONS THAT HAVE NOT BEEN COMPLETED IN FULL WILL NOT BE PROCESSED. PLEASE DOUBLE CHECK THE APPLICATION IS COMPLETED PROPERLY BEFORE SUBMITTING.** Please initial \_\_\_\_\_

This office does **NOT** do photocopying. You must ensure **ALL** associated paperwork that needs to accompany this application is attached. Applications that do not have all paperwork attached will not be processed. Please initial \_\_\_\_\_

In some cases questions may not be applicable to your individual circumstances. In this instance, please attach a covering letter explaining your situation. Please initial \_\_\_\_\_

For us to consider your application, the proposed rent cannot be more than one third of your take home weekly income. Please do not submit this application if your income is less than one third of the rent. Please initial \_\_\_\_\_

I /we accept, if this application is declined, Cairns Property Office is not legally obliged to give reasons why this application has been declined. I/we agree to refrain from asking for any further details. I/we accept this application form & all attached documentation provided is not retained by Cairns Property Office and will be shredded within 24 hours of being declined. Please initial: \_\_\_\_\_

It is agreed that upon communication of acceptance of this application by the Agent that the necessary **deposit will be paid within 24 hours of such notice of acceptance.** We will continue to advertise, show the property & process applications until we receive a deposit equivalent to one weeks rent. Please initial: \_\_\_\_\_

An appointment will need to be made with the property manager to sign the lease on the day the lease commences. Keys **CAN NOT** be handed out prior to the lease start date. All tenants on the lease must be present for the lease sign up at the same time. The correct money must be paid at the office on the day of the lease sign. Personal cheques will not be accepted. Please initial: \_\_\_\_\_

The processing of applications will take a minimum of 48 hours. Cairns Property Office will contact you once your application has been processed. Should you find alternative accommodation in the interim, please contact this office and advise. Please initial: \_\_\_\_\_

**ITEMS THAT MUST ACCOMPANY THIS APPLICATION.**

- PHOTOGRAPHIC ID - AT LEAST ONE, HOWEVER PREFERABLY TWO
- LAST 3 PAYSLEIPS OR CURRENT INCOME STATEMENT
- CURRENT BANK STATEMENT - *NOT* AN ATM BALANCE
- BIRTH CERTIFICATE
- TENANT LEDGER OR PREVIOUS 4 RENT RECEIPTS OR LETTER FROM CURRENT LANDLORD

APPROVED BY OWNER: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ :\_\_\_\_AM/PM

CONFIRMED WITH TENANT: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ :\_\_\_\_AM/PM

# TENANCY APPLICATION

## ALL SECTIONS TO BE PRINTED

### Cairns Property Office Rentals

66 Spence Street  
Phone: 4031 9222  
www.cpo.com.au

<b>FULL NAME:</b>		<b>PREFERRED NAME:</b>	<b>PH (H):</b>
<b>D.O.B.</b> /            /	<b>MALE / FEMALE</b>		<b>PH (WK):</b>
<b>EMAIL ADDRESS:</b>			<b>MOBILE:</b>

<b>CURRENT ADDRESS:</b>		<b>\$</b>	<b>PER WEEK</b>
<b>PERIOD OF OCCUPANCY:</b>	<b>BREAKING LEASE: YES / NO</b>	<b>SOLE TENANT: Y / N</b>	
<b>LESSOR / AGENT:</b>	<b>FAX:</b>	<b>PH (DAY):</b>	
<b>IF PROPERTY FOR SALE / SOLD - SELLING AGENT NAME:</b>		<b>PHONE:</b>	
<b>REASON FOR LEAVING:</b>			

IF YOU ARE THE HOME OWNER, PLEASE ATTACH A COPY OF YOUR LATEST RATES NOTICE  
IF YOU ARE NOT A LEASE HOLDER, PLEASE STILL PROVIDE DETAILS OF AGENT / LESSOR & DETAILS OF LEASE HOLDERS

**IF OCCUPANCY AT CURRENT ADDRESS IS LESS THAN 2 YEARS, PLEASE COMPLETE SECTION BELOW**

<b>PREVIOUS ADDRESS:</b>		<b>\$</b>	<b>PER WEEK</b>
<b>PERIOD OF OCCUPANCY:</b>	<b>VACATED: _____ / _____ MONTH &amp; YEAR</b>	<b>SOLE TENANT: Y / N</b>	
<b>PREVIOUS LESSOR / AGENT:</b>		<b>PH (DAY):</b>	
<b>REASON FOR LEAVING:</b>		<b>FAX:</b>	

IF YOU WERE THE HOME OWNER, PLEASE ATTACH PROOF OF OWNERSHIP (RATES NOTICE)

**IF OCCUPANCY AT PREVIOUS ADDRESS WAS LESS THAN 12 MONTHS, PLEASE COMPLETE SECTION BELOW**

<b>PREVIOUS ADDRESS:</b>		<b>\$</b>	<b>PER WEEK</b>
<b>PERIOD OF OCCUPANCY:</b>	<b>VACATED: _____ / _____ MONTH &amp; YEAR</b>	<b>SOLE TENANT: Y / N</b>	
<b>PREVIOUS LESSOR / AGENT:</b>		<b>PH (DAY):</b>	
<b>REASON FOR LEAVING:</b>		<b>FAX:</b>	

IF YOU WERE THE HOME OWNER, PLEASE ATTACH PROOF OF OWNERSHIP (RATES NOTICE)

**PERSONAL REFEREE (NOT FAMILY MEMBERS). PLEASE INCLUDE DAYTIME CONTACT NUMBERS**

<b>NAME:</b>		<b>PH (H):</b>
<b>ADDRESS:</b>		<b>PH (WK):</b>
<b>RELATIONSHIP:</b>	<b>KNOWN SINCE:</b>	<b>MOBILE:</b>

**INCOME DETAILS - IF YOU ARE ON A GOVERNMENT BENEFIT YOU MUST PROVIDE AN UP TO DATE INCOME STATEMENT**

<b>EMPLOYER:</b>		<b>PH:</b>
<b>FULL TIME / PART TIME / CASUAL (HRS PER WEEK IF CASUAL)</b>		
<b>NET WEEKLY \$</b>	<b>PERIOD EMPLOYED:</b>	<b>OCCUPATION:</b>

**IF EMPLOYED LESS THAN 12 MONTHS - PLEASE COMPLETE PREVIOUS EMPLOYER SECTION BELOW**

<b>PREVIOUS EMPLOYER:</b>		<b>PH:</b>
<b>FULL TIME / PART TIME / CASUAL (HRS PER WEEK IF CASUAL)</b>		
<b>NET WEEKLY \$</b>	<b>PERIOD EMPLOYED:</b>	<b>OCCUPATION:</b>

**STUDENTS - COMPLETE THIS SECTION**

<b>NAME OF COLLEGE / TAFE/ UNI:</b>		<b>FULL TIME / PART TIME</b>
<b>PARENT / GUARDIAN:</b>		
<b>PARENT / GUARDIAN ADDRESS</b>		<b>PH:</b>





# Cairns Property Office

## SALES & RENTALS

### PRIVACY ACKNOWLEDGEMENT FOR TENANTS

In accordance with the privacy principle 1.3 of the Privacy Act, we require you to read and sign this acknowledgement. In order to process a Tenancy Application, a tenancy applicant is required under the National Privacy Principles of the Privacy Act, to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an Agent.

In accordance with the National Privacy Principles, the database member discloses that in addition to information being supplied to a database company, other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or Agents.

I, the said applicant, declare that I give my permission to the Agent to collect my information and pass on such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further consent to the database company to contact any other database for the assessment of my tenancy application. I further give consent to the member of the database company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a database and an inquiry made with a tenancy database, my information may be recorded as making an enquiry.

I agree that in the event of a default occurring under a tenancy agreement, I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree & understand that the removal of such information from a database company is subject to the conditions of the database company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required, the database member may elect not to proceed with my tenancy application. I agree & understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1900 222 0346. I understand that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

\_\_\_\_\_  
**APPLICANT NAME**

\_\_\_\_\_  
**APPLICANT SIGN**

**OFFICE USE**

**PREVIOUS PROPERTY ADDRESS:**

\_\_\_\_\_

**PREVIOUS PROPERTY ADDRESS:**

\_\_\_\_\_