

TENANCY APPLICATION



AGENCY NAME	Cairns Property Office Rentals
ADDRESS	66 Spence Street, Cairns 4870
PHONE	07) 4031 9222
FAX	07) 4031 6954
EMAIL	info@cporentals.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 read prior to completing your Application

- One Application is to be completed per person.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.
- This Application cannot be processed until it is completed including copies of supporting documents as listed below:

SUBMIT AT LEAST ONE (1) OF THE FOLLOWING PHOTO IDENTIFICATION:	
<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Passport <input type="checkbox"/> Proof of Age Card
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

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	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> 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	<input type="checkbox"/> Business		Fax	
Reason for leaving				
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why not:	

Previous Address:

Rent per week	\$	Period of occupancy	Years	Months
Reason for leaving				
Agent/Landlord	<input type="checkbox"/> Business		Fax	

Previous Address:

Rent per week	\$	Period of occupancy	Years	Months
Reason for leaving				
Agent/Landlord	<input type="checkbox"/> Business		Fax	

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	Net Weekly Wage \$
Payroll / Manager's Name	<input type="checkbox"/> Business		Fax

If Self Employed

Company Name	Trading As		
Address	ABN		
Period self employed	Years	Months	Industry/ Nature of Business
Accountant Details	<input type="checkbox"/> Business		
Net wage per annum: \$	Please provide verification (e.g. accountant letter)		

If a Student

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Documents attached to Application to verify			



66 Spence Street, Cairns 4870
Phone: 07) 4031 9222

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National 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 **our Agency** 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.

If your Application is not successful, the Application is not retained by the Agent. Unless advised otherwise, the Agent will shred the Application and all attached documents within 24 hours of being declined.

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 **Cairns Property Office Rentals**.

I authorise **Cairns Property Office Rentals** 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 Cairns Property Office Rentals subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise **Cairns Property Office Rentals** 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.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	



PAYING YOUR RENT

PAYWAY PAYMENT CARD

An initial tenant cost of \$10.00 (non refundable) will allow you to pay your rent using your personal PayWay Payment Card:

- Via BPAY from a bank account using the BPAY Biller Code and Reference shown on your card
- Present your card at Australia Post to pay with cash, cheque or EFTPOS.
- Go to www.payway.com.au to make a payment using your credit card or to register for direct debit payment using the Biller Code and Reference shown on your card.

NO TRANSACTION CHARGES APPLY when making your rent payments via PayWay Payment Card.

REPLACEMENT COST for a PayWay Payment Card is \$10.00 (non refundable)

I/We accept to use the PayWay Payment Card option to pay rent and agree to pay the \$10.00 cost upon the Lease Start Date.

Property: _____

Tenant: _____

Signature: _____ Date: _____

Tenant: _____

Signature: _____ Date: _____

CREDIT CARD

All transactions will incur a **1.5% surcharge** when making payments within our Office.

DEBIT CARD

All transactions will incur a **50cent surcharge** when making payments within our Office.

TELEPHONE PAYMENTS

All transactions made by telephone will incur a **1.5% surcharge**.

BANK CHEQUE OR MONEY ORDER ACCEPTED FOR RENTAL BOND ONLY

CASH IS NOT ACCEPTED IN THIS OFFICE

PET APPLICATION AND AGREEMENT

AGENCY DETAILS	Cairns Property Office		
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 #		
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		
	<p>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.</p>		
AUTHORISATION ON BEHALF OF LESSOR / AGENT	Agent	Signature	Date
TENANT AGREEMENT To be signed only if pet/s are approved.	Tenant Name	Signature	Date