

ACCOM CAIRNS

TENANCY APPLICATION



AGENCY NAME Accom Cairns

ADDRESS Shop 1, 16 Minnie Street, Cairns Qld 4870

PHONE 07 4051 3200

FAX 07 4031 1813

EMAIL rentals@accomcairns.com.au

WEBSITE www.accomcairnsproperty.com.au

Accom Cairns
Property Shop

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 and initial if you agree prior to submitting your Application

- Please provide copies of your documentation. If you are unable to provide your own copies, there will be a charge of 20¢ per copy/print. This payment must be made by Cash only.
INITIAL: _____
- One Application is to be completed per person.
INITIAL: _____
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, payment of a security deposit equal to 2 weeks rent is to be paid by Cash only to secure the property.
INITIAL: _____
- To process an application we require your last 2 Pay Advices/Slips or documentation confirming your income. Applications will not be processed unless fully completed and signed.
INITIAL: _____
- I accept if this application is declined, Accom Cairns is not legally obliged to give reasons why this application has been declined.
INITIAL: _____
- I believe the statements I have made are true and correct.
INITIAL: _____
- I understand it is my responsibility to provide all relevant numbers and I have fully completed all applicable questions on this application.
INITIAL: _____

Translating Services

If you have difficulty understanding English or require an interpreter, contact the Translating & Interpreting Services (TIS) on 131 450.

Hearing impaired clients

Hearing impaired clients can contact the National Relay Service on 133 677 for assistance with contacting the RTA by phone.

Processing your Application

This Application cannot be processed until it is completed including copies of supporting documents attached as required for 150 Points Identification Check. Refer to the following list of accepted documents and point value of each.

Mandatory documents include:

1. Medicare Card
2. Documentation confirming your income
3. Drivers Licence, Passport or Proof of Age Card

Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card <input type="checkbox"/> Centrelink Card <input type="checkbox"/> Medicare Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 150 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name Phone

PROPERTY ADDRESS FOR RENT:

How did you find out about this Property

Website: www. Newspaper Agency contact Sign Referral Other Agent

Applicant's Details

Name Address

Date of Birth Place of Birth

Marital Status Single Married De facto Divorced Other:

Drivers Licence No. Expiry Passport No Expiry

Medicare No. Expiry

Home Mobile Business

Email

Are you or any of the Dependents Residing with you Smokers? Yes No

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date

Current Tenancy Details if applicable

Rent per week \$ Period of occupancy Years Months

Agent/Landlord Business Fax

Do you expect the Bond to be refunded in full Yes No Why:

Previous Address

Address

Rent per week \$ Period of occupancy Years Months

Agent/Landlord Business Fax

Current Employment

Current Employer Your Position

Full Time Part Time Casual Contract

Length of Employment Years Months Pay day is of each: week / fortnight / month

Payroll / Manager's Name Business Fax

Previous Employment (If less than 6 months with Current Employer)

Previous Employer Your Position

Full Time Part Time Casual Contract

Length of Employment Years Months

Payroll / Manager's Name Business Fax

If Self Employed

Company Name Trading As

Address ABN

Period self employed Years Months Industry/ Nature of Business

Accountant Details Business

Creditor Referee Business

Income

Source – List below

\$Gross per annum (Verification required) \$Gross per week

• Employment	\$	\$
• Self Employment	\$	\$
• Centrelink	\$	\$
• Other:	\$	\$
TOTAL per week	\$	\$
TOTAL per annum	\$	\$

NB: Weekly rent affordability represents _____% of your total income (33% is the maximum percentage)

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other
Centrelink CRN No.	Type of Centrelink Payment:		Amount \$

Details of all Vehicles to be kept at Property

<input type="checkbox"/> Car <input type="checkbox"/> Bike	Colour:		
Car Registration No	Model Purchase	Make	Owned / Hire
Car Registration No	Model Purchase	Make	Owned / Hire

Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age

Pets No Yes: Refer to Pet Application and Agreement completed

Gardening Do you own a lawnmower? No Yes If no, how do you intend to care for the lawns?

Emergency Contact Details of Closest Relatives who will not be Residing with You (No International Numbers)

1. Name	2. Name
Address	Address
Relationship { H	Relationship { H
{ W { M	{ W { M

Personal Referees who are not Relatives (No International Numbers)

Name	Occupation	{ Business Hours Contact
1.		{ Mob { Work
2.		{ Mob { Work
3.		{ Mob { Work

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:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? 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.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____ / _____ / _____. (ASAP is not a date).

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as a holding deposit. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent.

Pre-moving in costs as itemised below are to be paid by **CASH, BANK CHEQUE OR DIRECT DEPOSIT made payable to Accom Cairns.**

PROPERTIES MANAGED BY THIS OFFICE MAY BE PROTECTED BY BARCLAY MIS DEBT CONTROL, RECOVERY & COLLECTION



ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	2 weeks rent must be paid within 24 hours of Application approval
Bond – 4 times weekly rent <small>NB: If rent is over \$700pw, Bond is as specified on Rent List</small>	4 x \$	= \$	Full Bond must be paid BEFORE lease commences
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

In Presence of Agency Representative

Date

Accom Cairns
Shop 1, 16 Minnie Street, Cairns Qld 4870
07 4051 3200

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.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

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

I authorise **Accom Cairns** 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.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Accom Cairns** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	