Rentals Office: 2-3/31 Anderson St, Manunda Q 4870
Sales Office: 1-5/20-32 Lake St, Cairns City Q 4870
PO Box 7995, CAIRNS, QLD, 4870
Phone: (07) 40 313 138
Fax: (07) 40 311 999
Email: info@tspropertygroup.com.au
Website: www.tspropertygroup.com.au

Tenancy Application Form

Applicants Name/s

1. _____ 2. _____

Property Details

Property Address: _____

Tenancy Commencement Date: _____

Requested Lease Term: 6 Months 12 Months Other _____

Rent amount per week: $_____ Bond: $_____

Tenancy Application Checklist

Our Agency welcomes your application and any queries you may have about the Property, Tenancy or processing procedure. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly

- Our agency staff will contact you within 24-48 business hours with an update or outcome. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all of the approved lease holders and an amount, equal to two weeks rent is to be paid to our office via bank transfer or Eftpos.
- Correspondence between our office and the applicants may be via phone call, SMS or email.
- Tenancy Application must be fully completed and signed by each applicant before processing can commence.
- All occupants that are 18+ must fill out an application form whether a lease holder or approved applicant.
- 100 points of identification check—the following identification has been photocopied and is attached to this application. Processing of the application will not commence until this has been received for all applicants.
- If faxing or emailing your Application and documents, please call our office to confirm it has been received.
- Two current payslips/Centrelink Statements must be provided.
- A property inspection has been conducted both internally and externally.
- If applicable, a pet application has been completed and submitted with relevant documents.

100 Point of Identification Check

Form of Identification	Points	Tenant 1	Tenant 2
Drivers License / 18+ Card	40 points	○	○
Passport	40 points	○	○
Birth Certificate	40 points	○	○
Payslips / Centrelink Income	30 points	○	○
Utility Account	25 points	○	○
Medicare Card / Debit Card	25 points	○	○
Bank Statement	25 points	○	○
Rent Receipt	25 points	○	○

Affordability: Your rent affordability is calculated by taking your nett weekly income x 30%.
e.g $1,000 nett per week x 30% = $300. This is how much rent per week you can afford.

Applicant 1

Personal Details

Given Names: _____

Surname: _____

Mobile: _____

Email: _____

Date of Birth: _____

Drivers Licence (State & No.) _____

Current Address

Property Address: _____

Length of Occupancy: _____

Circle: Property Owner OR Rental/Tenant

Rent/Mortgage Payments: _____

Name of Landlord/Agent: _____

Contact Details: _____

Email: _____

Reason for Leaving: _____

_____

Previous Address

Property Address: _____

Length of Occupancy: _____

Circle: Property Owner OR Rental/Tenant

Rent/Mortgage Payments: _____

Name of Landlord/Agent: _____

Contact Details: _____

Email: _____

Reason for Leaving: _____

_____

Personal Reference

Reference 1: _____

Contact Number: _____

Relationship: _____

Reference 2: _____

Contact Number: _____

Relationship: _____

Reference 3: _____

Contact Number: _____

Relationship: _____

Do NOT list a Relative, Landlord or Employer

Employment

Occupation: _____

Company: _____

Contact Name: _____

Contact Number: _____

Email: _____

Length of Employment: _____

Nett Weekly Income: $_____

Circle: Full time Part time Casual Contract

- Self Employed -

Company Name: _____

Business Type: _____

Address: _____

ABN: _____

Accountant: _____

Contact Number: _____

- Centrelink Income -

○ Yes ○ No

Student Information

Place of Study: _____

Course Name: _____

Course Length: _____

Student Number: _____

Next of Kin

Name: _____

Relationship: _____

Address: _____

Contact Number: _____

Email: _____

Do NOT list other applicant

Citizenship

Are you an Australian Citizen? Yes No

If you have circled no, please complete the following

Visa Expiry Date: _____

Country of Origin: _____

Passport Number: _____

Vehicles

Number of Vehicles: _____

Make and Model: _____

Registration: _____

Questions

Have any of your previous tenancies been terminated?	Yes	No
Are you in debt to another lessor or agent?	Yes	No
Is there any existing reason that may affect you to pay your rent?	Yes	No
Was your bond at your last address refunded in full?	Yes	No

Applicant 2

Personal Details

Given Names: _____

Surname: _____

Mobile: _____

Email: _____

Date of Birth: _____

Drivers Licence (State & No.) _____

Current Address

Property Address: _____

Length of Occupancy: _____

Circle: Property Owner OR Rental/Tenant

Rent/Mortgage Payments: _____

Name of Landlord/Agent: _____

Contact Details: _____

Email: _____

Reason for Leaving: _____

_____

Previous Address

Property Address: _____

Length of Occupancy: _____

Circle: Property Owner OR Rental/Tenant

Rent/Mortgage Payments: _____

Name of Landlord/Agent: _____

Contact Details: _____

Email: _____

Reason for Leaving: _____

_____

Personal Reference

Reference 1: _____

Contact Number: _____

Relationship: _____

Reference 2: _____

Contact Number: _____

Relationship: _____

Reference 3: _____

Contact Number: _____

Relationship: _____

Do NOT list a Relative, Landlord or Employer

Employment

Occupation: _____

Company: _____

Contact Name: _____

Contact Number: _____

Email: _____

Length of Employment: _____

Nett Weekly Income: $_____

Circle: Full time Part time Casual Contract

- Self Employed -

Company Name: _____

Business Type: _____

Address: _____

ABN: _____

Accountant: _____

Contact Number: _____

- Centrelink Income -

○ Yes ○ No

Student Information

Place of Study: _____

Course Name: _____

Course Length: _____

Student Number: _____

Next of Kin

Name: _____

Relationship: _____

Address: _____

Contact Number: _____

Email: _____

Do NOT list other applicant

Citizenship

Are you an Australian Citizen? Yes No

If you have circled no, please complete the following

Visa Expiry Date: _____

Country of Origin: _____

Passport Number: _____

Vehicles

Number of Vehicles: _____

Make and Model: _____

Registration: _____

Questions

Have any of your previous tenancies been terminated?	Yes	No
Are you in debt to another lessor or agent?	Yes	No
Is there any existing reason that may affect you to pay your rent?	Yes	No
Was your bond at your last address refunded in full?	Yes	No

Pets

Pet 1

Type of Pet: _____
Breed: _____
Name: _____
Age: _____ Sex: _____
Council Reg #: _____
Description: _____
Is your pet Desexed? Yes No
Is your pet an indoor pet? Yes No
Photo of pet provided? Yes No

Emergency Pet Carer

Name: _____
Contact Number: _____
Email: _____
Address: _____

Veterinarian

Company: _____
Name: _____
Contact Number: _____
After Hours Number: _____
Address: _____

Pet 2

Type of Pet: _____
Breed: _____
Name: _____
Age: _____ Sex: _____
Council Reg #: _____
Description: _____
Is your pet Desexed? Yes No
Is your pet an indoor pet? Yes No
Photo of pet provided? Yes No

Emergency Pet Carer

Name: _____
Contact Number: _____
Email: _____
Address: _____

Veterinarian

Company: _____
Name: _____
Contact Number: _____
After Hours Number: _____
Address: _____

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application 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 pet/s on the Property, whether they are the 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 Tick & 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.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. 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.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

Name: _____ Signature: _____

Occupants / Dependants

Occupant / Dependant 1

Name: _____
Age: _____ Relationship: _____

Occupant / Dependant 2

Name: _____
Age: _____ Relationship: _____

Occupant / Dependant 3

Name: _____
Age: _____ Relationship: _____

Occupant / Dependant 4

Name: _____
Age: _____ Relationship: _____

Additional Notes for Application

_____
_____
_____
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Privacy Disclosure Statement

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agent, your current or previous employer, your referees and social media. Your consent to us collecting this information is set out below. We may disclose your personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of the other properties at your request. You have the right to access personal information that we hold about you by contacting our office. If you do not complete this form or do not consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Consent

I/We the applicant/s acknowledge that I/we have read the Privacy Disclosure Statement. I/We authorise the Agent to collect information about me/us from:

1. My previous letting agents and/or landlords;
2. My referees;
3. Any Tenancy Default Database which may contain personal information about me;
4. Social media, Google search and any other online searches available.

I/we also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA). I/We authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties- valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Declaration

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent (Twomey Schriber Property Group). Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Two week's rent	To be paid within 24 hours of approval
Bond (equivalent to 4 x weeks rent)	To be paid prior to commencement of tenancy
TOTAL = 6 x weeks	

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and give of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Signatures

Applicant 1 _____ Applicant 2 _____

Signature _____ Signature _____

Date _____ Date _____