

Tenancy Application Form



Applicants Checklist

Before I submit this application, I/we have (please tick):

- ☐ Attached photocopies of supporting documents (see below). *NB Failure to supply photocopied documentation is subject to a \$0.50 fee per page at our office (cash only).
- ☐ Inspected the property both internally and externally
- ☐ Completed all details in full on the application form
- ☐ Provided all contact details and documentation for confirmation of income source
- ☐ Read and signed the Privacy Disclosure Statement and Privacy Acknowledgment
- ☐ Completed the pet application form in full (If applicable)

Supporting Documentation

When submitting an application, you **MUST** provide 100 points of ID, including at least 1 Photo ID.

(Tick relevant box/s)

<u>70 Points</u>	<u>25 Points</u>	<u>Proof of Income</u>
<input type="radio"/> Birth certificate <input type="radio"/> Passport	<input type="radio"/> Medicare Card <input type="radio"/> Council Rates Notice <input type="radio"/> Telephone Bill <input type="radio"/> Bank Statement <input type="radio"/> Electricity Bill <input type="radio"/> Motor Vehicle Registration <input type="radio"/> Proof of Permanent Residency (if applicable)	<input type="radio"/> Current Pay Slips (min 2) <input type="radio"/> If new job – Letter of confirmation incl salary <input type="radio"/> Statement of Centrelink Entitlements <input type="radio"/> Bank Statement <input type="radio"/> Group Certificate
<u>40 Points</u>		
<input type="radio"/> Driver's license (both sides) <input type="radio"/> 18+ Card <input type="radio"/> Student Card <input type="radio"/> Centrelink Card <input type="radio"/> State/Government Photo ID		

Address/s of property you are applying for:

Tenancy Requirements

Length of tenancy	months	Rent	\$ per week
Lease start date		No. of applicants	
Name/s of all additional applicants over the age of 18.			
1.			
2.			
3.			

**Email complete application/s to: leasing2@elitecairnsrentals.com.au OR drop into the office at
178 McManus Street, Whitfield**

Applicant Details

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers License No.		State of issue		Passport No. Country of issue	
Number of vehicles		Car Rego		Any trailers, caravans or boats? Yes / No	
Are you a smoker? Yes / No					

Current Address Details (If owner occupier include details here.)

Current rent/mortgage \$		per week		How long have you lived there? years months	
Current Address					
Agent/Landlord		Phone		Fax	
Email		Reason for leaving			
Was your bond refunded in full? Yes / No If No, please specify					

Previous Address Details

Rent \$		per week		How long have you lived there? years months	
Property address					
Agent/Landlord		Phone		Fax	
Was your bond refunded in full? Yes / No If No, please specify					

Current Employment/Self Employed (If less than 6 months in current job please also provide previous employment details)

Company Name		Your position	
Payroll /Accountant Name		Payroll/Accountant work phone	
Payroll /Accountant Email		Net income (after tax) \$ per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)	

Student

Are you a full time student? Yes / No		TAFE / University		Student No.	
Do you receive income from your parents? Yes / No		Amount \$ per week			
Name of parents		Phone			

Centrelink Benefits (copy of statement required)

Type	\$	Per fortnight
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Additional Income

Type	\$	Per wk/fn/mth
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Emergency Contact

Please provide an emergency contact not living with you.

Name Relationship to you		Contact phone
Address		

Personal Referee

Name	Relationship to you	Contact phone
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Professional Referee (someone who has worked with you as a colleague, manager or business owner)

Name	Occupation
Role	Phone

Dependents who will be living in the property

Name	Date of Birth	Relationship to you
Name	Date of Birth	Relationship to you
Name	Date of Birth	Relationship to you
Name	Date of Birth	Relationship to you

Pets (Please ensure a pet application is completed in full for each pet)

Type of Pet	Breed	Age
Type of Pet	Breed	Age
Type of Pet	Breed	Age

Additional Comments/Information

Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at www.elitecairns.com.au

Applicant Details

Name: Signature:

Date:.....