

TENANCY APPLICATION



AGENCY NAME	Cairns Property Office Rentals
ADDRESS	66 Spence Street, Cairns 4870
PHONE	07) 4031 9222
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 NOTE THAT IT IS THE APPLICANT’S RESPONSIBILITY TO SUPPLY ALL PHONE NUMBERS, FAX NUMBERS AND EMAIL ADDRESSES.

THE APPLICATION WILL NOT BE PROCESSED UNTIL IT IS 100% COMPLETE INCLUDING SUPPORTING DOCUMENTS, FAX NUMBERS AND EMAIL ADDRESSES.

Please read prior to completing your Application:

- **One Application is to be completed for each adult Applicant.**
- **Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 1 weeks rent is to be paid by Cash, Bank Cheque or Eftpos.**
- **Applicant to supply photocopies of identification. Photocopying done by Cairns Property Office will be at \$0.50 per sheet.**
- **For our Agency to consider the application, THE APPLICANT/S NET WEEKLY INCOME SHOULD BE AT LEAST THREE TIMES THE PROPOSED WEEKLY RENT (e.g. rent is not to exceed one third of the net income).**
- **If emailing your Application and documents, please call to confirm it has been received and is legible.**

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
SUBMIT VERIFICATION IF SELF EMPLOYED:	
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Group Certificate
<input type="checkbox"/> Latest Tax Return	<input type="checkbox"/> Accountants Letter

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	<input type="checkbox"/> Yes <input type="checkbox"/> 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/email	
Reason for leaving				
Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Why not:</i>				

Previous Address:

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

Previous Address:

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

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/email	

If Self Employed

Company Name	Trading As			
Address	ABN			
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details	<input type="checkbox"/> Business/email			
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			



ELLENFRED PTY LTD & RW CAIRNS REGION
DISCRETIONARY TRUSTEE

Privacy Notice and Consent

Privacy

ELLENFRED PTY LTD & RW CAIRNS REGION DISCRETIONARY TRUSTEE (ACN 060 554 001) trading as **CAIRNS PROPERTY OFFICE RENTALS** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Cairns Property Office Rentals condensed Privacy Notice. Cairns Property Office Rentals also has a full Privacy Policy, which contains information about how you can complain about any breach by Cairns Property Office Rentals of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.cpo.com.au.

Information Collection, Use and Disclosure

During the course of your involvement with CAIRNS PROPERTY OFFICE RENTALS, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;

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- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to CAIRNS PROPERTY OFFICE RENTALS collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that CAIRNS PROPERTY OFFICE RENTALS update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:

📄 66 SPENCE STREET, CAIRNS QLD 4870 📞 07 4031 9222 📧 INFO@CPARENTALS.COM.AU

I, _____
(Applicants Full Name)

of _____
(Current Residential Address)

have read and understood the attached information. I authorise employees of Cairns Property Office Rentals, and independent contractors of Cairns Property Office Rentals including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on preceding pages to assist with my involvement with Cairns Property Office Rentals. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Cairns Property Office Rentals, Cairns Property Office Rentals may be unable to provide the products or services I have requested.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Signature	
Date	



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.

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 <small>If more than 2 pets, print and complete separate Pet Agreement.</small>	PET 1	PET 2	
	TYPE OF PET/S		
	BREED OF PET/S		
	COUNCIL REG #		
CRITERIA (Please specify)	<input type="checkbox"/> Outside only		<input type="checkbox"/> Inside/Outside
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		
	<small>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.</small>		
CRITERIA	<input type="checkbox"/> Outside only		<input type="checkbox"/> Inside/Outside
AUTHORISATION ON BEHALF OF LESSOR / AGENT	Agent	Signature	Date
TENANT AGREEMENT <small>To be signed only if pet/s are approved.</small>	Tenant Name	Signature	Date