



**first
national**
REAL ESTATE

**Cairns Central
Cairns Beaches**

Suite 1/ 155 Mulgrave Road, Bungalow Q 4870

Ph: 07) 4046 9300

www.fncairnscentral.com

Email: reception@fncairnscentral.com

Application for Residential Tenancy

PROPERTY ADDRESS/S:
(in order of preference)

Rent \$ a week a fortnight a month

Bond \$ Tenancy Term 6 months 12 months

Starting on / / Ending on / /

Viewed property Yes Date / / No

How will you be paying for the bond? Cash/Internet transfer Bond Loan

Identification

You are required to meet 100 point identification (per applicant) criterion upon submission of your application. Please see the table below

IMPORTANT: At least one form of Photo Identification MUST be provided.

IDENTIFICATION OPTION LIST					
Passport	70 Points		Medicare Card	25 Points	
Full Birth Certificate	70 Points		Telephone/ Electricity/ Gas Bill	25 Points	
Citizenship Certificate	70 Points		Tenancy History ledger	25 Points	
Drivers Licence	40 Points		Bank/ Credit Card Statement	25 Points	
Student Photo ID	40 Points		Last FOUR rent receipts	25 Points	
Dept of Veteran Affairs	40 Points		Rent Bond Receipt	25 Points	
Centrelink Card	40 Points		Previous Tenancy Agreement	25 Points	
Proof of Age Card	40 Points		Council Rates Notice	25 Points	
State/Fed Govt Photo ID	40 Points		Motor Vehicle Registration	25 Points	

Proof of Income

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips for each applicant

Self Employed: Bank Statements, Group Certificate , Tax Return or Accountants Letter or Proof of Savings

Not Employed: Centrelink Income Statement

PLEASE NOTE:

Your Application will be processed within 24 – 48 Hours of receiving the application, provided all information and phone numbers are supplied.

Once you have been approved a 'sign up' appointment will need to be made and payment of two weeks rent by either **Bank Cheque or Money Order** within 24 Hours. **Cash is NOT accepted.** If the two weeks rent is not paid within 24 hours, we unfortunately will not be able to secure the property on your behalf.

If for any reason you decide not to take the property once you have been approved, the two weeks rent will not be refunded.

All tenants must sign the General Tenancy Agreement and the bond must be paid in full by either Bank Cheque or Money order before the keys to the property will be handed over

Declaration

Please declare the following by selecting either TRUE or FALSE

I /we the Applicant/ Applicants

App 1

App2

1. Have never been evicted by an agent/ lessor True False True False
2. Have no known reasons that would affect your ability to pay rent True False True False
3. Was refunded the rental bond for my last address in full (If applicable) True False True false
- If false, please advise what deductions were made from your bond ?

4. Have no outstanding debt to another agent/ lessor? True False True False
- If false, why are you in debt to your past agent/ lessor?

Acknowledgement

Please acknowledge the following by selecting either Yes or No

I / We the Applicant,

App 1

App 2

1. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s that it is my responsibility to insure my own personal belongings. Yes No Yes No
2. Understand that you as the agent / lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
- 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy data bases searches) as you consider reasonably necessary. Yes No Yes No
- 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No Yes No
3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. Yes No Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/ lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors other real estate agents, salespeople and tenancy default databases. Yes No Yes No
5. Acknowledge that I have been made aware of the agents privacy Policy (Please see the next page). Yes No Yes No
6. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No Yes No
7. Consent to the use of email and facsimile in accordance with the Provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*; Yes No Yes No
8. Declare the above information is true and correct and I /We have supplied it of our own free will. Yes No Yes No

Applicant 1 Name

Signature

Date

Applicant 2 Name

Signature

Date

**PRIVACY DISCLOSURE STATEMENT
FIRST NATIONAL CAIRNS CENTRAL OF
1/155 MULGRAVE ROAD, CAIRNS QLD 4870
PH: 07 4046 9300**

Please view our full privacy policy at <https://fncairnscentral.com/privacy-policy>

We are an independently owned and operated business and are hereby 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 agents, your current employer and your references. We will also check whether any details of tenancy defaults by you are held in a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. Your consent to us collecting this information is set out below.

We may disclose 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 the landlords. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by asking one of our staff members. If you do not complete this form or do not sign the 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.

Privacy Consent

I the applicant acknowledge that I have read the Privacy Notice of First National Cairns Central. I authorise First National Cairns Central to collect information about me from:

1. My previous letting agent and or landlords
2. My previous & current employer
3. Personal & Business Referees
4. Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise First National Cairns Central to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy database to which it subscribes including TICA.

I authorise First National Cairns Central to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia. In order to process this application all questions must be answered fully. Failure to fully complete this application may result in the application not being processed.

DEPENDANTS

Do you have any dependants? Yes NO

Dependant full name(s)	Relationship to Applicant	Dependant Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PETS: Do you intend to keep pets at the property? No Yes (Photo to be attached to application)

Number of pets Type and breed of pet/s

Are your pets registered with a council? Yes No

If Yes, please state which council :

1st Applicant Details

Full Name:

Date of Birth:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

Work Phone

Mobile

Home Phone

Email

Driver's Licence

State

Passport Number

Number of Vehicles

Registration Number(s)

Applicants Address History

Current residential Address

Period of Occupancy

Type of Occupancy:

Rent

Owner Occupied

Other =

Current Agent/Lessor (if renting)

Agent /Lessor phone

Agent /Lessor email

Current Rent

\$

a week

a fortnight

a month

Reason for Leaving

Previous residential Address

Period of Occupancy

Type of Occupancy

Rent

Owner Occupied

Other =

Current Agent/Lessor (if renting)

Agent /Lessor phone

Agent /Lessor email

Current Rent

\$

a week

a fortnight

a month

Reason for Leaving

Employment Details

Are you employed? Yes No

Employment Status Full Time Part Time Casual Contract Self Employed

Date Commenced Employment (approx)

Employer/ Business Name

Occupation

Address

Phone

If self employed , Accountants Name

Phone

Centrelink Payments

Are you receiving any regular Centrelink payments ? No Yes (attach income statement to this application)

Description of payments (s)

Total income (per week)

Date payments commenced

Student Details

Are you studying full time? Yes No

Name of education institution you are currently attending

Student Identification Number

Are you an overseas student? Yes No

If yes , Visa expiry date /

Smoking

Are you or any of the dependants living with you a smoker ? Yes No

Personal References

Please do not list relatives,another applicant or partners and provide business hours contact numbers.

Referee 1

Address

Relationship

Phone / Mobile

Referee 2

Address

Relationship

Phone / Mobile

Personal Representative

i.e preferred persons(s) to be contacted in the event of an emergency

Representative 1

Address

Relationship

Phone / Mobile

Representative 2

Address

Relationship

Phone / Mobile

Checklist

- Have you supplied sufficient identification
- Have you attached proof of income
- Have you signed the acknowledgement on page 1 of this application

2nd Applicant Details

Full Name:

Date of Birth:

Have you been known by any other name(s)? Yes No

If Yes, what other name(s) have you been known by?

Work Phone

Mobile

Home Phone

Email

Driver's Licence

State

Passport Number

Number of Vehicles

Registration Number(s)

Applicants Address History

Current residential Address

Period of Occupancy

Type of Occupancy:

Rent

Owner Occupied

Other =

Current Agent/Lessor (if renting)

Agent /Lessor phone

Agent /Lessor email

Current Rent

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Previous residential Address

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Type of Occupancy

Rent

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Other =

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APPLICATION INFORMATION STATEMENT

OFFICE HOURS Monday –Friday 8:30AM–5:00PM
Saturday 9:00AM–12:00NOON
OFFICE NUMBERS Phone: 07 4046 9300
reception@fncairnscentral.com

Thank you for applying to rent your new home from FIRST NATIONAL Real Estate. We manage a large portfolio of properties so we have a lot of owners and a lot of tenants. We strive to keep our relationships with both on a good basis and usually we succeed. But, developing good relationships is a two way street, we cannot do it by ourselves.

From experience we have found that it helps things along if everyone knows where they stand on the matters which most affect the relationship.

OUR PREFERRED METHODS OF CONTACT

E-MAIL This is the most effective and quickest contact method if you have email access also. Your Property Manager's direct email address appears on the business card provided.

APPOINTMENT To see your Property Manager in person please contact us to make a time to suit you both. The nature of our role takes us out of the office and by making an appointment we can ensure we are there for you.

PHONE If you don't have email or for emergencies please call (07) 40469300. Messages left will be returned as soon as it is possible to do so.

GENERAL REPAIRS & MAINTENANCE

The tenant agrees to notify the Agent of any damage or repairs that may be required on the property.

At all times your first contact to organise the repairs must be to First National Cairns Central. If a genuine emergency problem occurs and we are not contactable please contact-

Electrician: BKL ELECTRICAL - 0419 774 816

Plumber: RAYMOND PLUMBING – 0421 206 939

All general repairs must be reported in writing. If work is carried out at the premises by a tradesperson, the tenant agrees to contact the lessor to advise that the work has been completed. If a tradesman is required to attend the property and a suitable time has been agreed between the tenant and the tradesman and the tenant is not home, the tenant agrees that they will be charged for the standard service call for attending the property.

If a repair request is reported and it is caused by tenant neglect, the tenant agrees to be responsible for the payment of the account. For example, power failure due to one of your faulty appliances, a foreign object blocking toilets or garbage disposal units. It is the tenant's responsibility to replace any blown light globes throughout the property and replace any cracked or broken windows or screens.

IF YOU ARE EVER UNSURE OF WHO'S RESPONSIBILITY THE REPAIR IS CONTACT YOUR PROPERTY MANAGER.

KEYS

If the tenant/s locks themselves out of the property.

Outside office hours – Please call EDDIE WILLIAMS LOCKSMITH 0402 442 092. The tenant will be responsible for all costs incurred with the changing of locks. This is to be done by a qualified locksmith.

Office hours – you can collect our Management set and return within one hour.

ROUTINE INSPECTIONS

First National Cairns Central will carry out periodic inspections on the property to ascertain the condition of the property and necessary maintenance requirements. (Written notice will be given to you on all occasions). We also carry out periodic drive by inspections. This inspection also provides an opportunity for you to point out any problems or maintenance that you think may be necessary. The tenant understands and acknowledges that photos will be taken at every routine inspection for the owner.

SMOKE ALARMS

It is the responsibility of the tenant to change the batteries of all smoke alarms within the property. First National Cairns Central will insure that all smoke alarms get tested when legally required. If the smoke alarms are not maintained by the tenant and fire occurs, First National Cairns Central and the Landlord will not be liable for any damages to the property.

CARPET STAINS

The tenant agrees to remove marks and stains on the carpet immediately before serious and permanent damage occurs. If necessary, a professional carpet cleaner should be engaged. Carpets and furnishings (such as bed mattresses, cushions and chairs, blinds and curtains) where applicable must be steamed cleaned by a professional on vacating and original receipt handed to First National Cairns Central.

RENT

Our Office has a **NO RENT ARREARS** Policy. The tenant agrees that it is their responsibility to pay rent in **ADVANCE** and be kept one week in advance. Rent is due on or before the due date (the date you have paid rent up to). The tenant agrees to contact the First National Cairns Central should they not be able to pay rent by the due date.

DISHONOURER CHEQUES & RENT CARD PAYMENTS

Cheques that have been refused by the bank for any reason will attract a fee to cover the bank charges and processing costs. The tenant agrees to pay this cost.

POT PLANTS

Ensure that pot plants are raised off of the floor to avoid water damage or staining

PETS

NO pets are allowed on the property unless you have written consent from the landlord or Agent. The tenant agrees that should the landlord and our office approve pets to be kept on the premises, it will become a condition of the lease that upon vacating you will be responsible for the pest control of fleas inside and outside of the property by a professional and to make good any holes and/or worn out lawn. The tenant also agrees that should there be evidence of pet urine smells in the property it will be professionally treated or in extreme case the carpet underlay will be replaced in affected areas. All professional work will be at the tenant's expense and the paid invoice to be handed to First National Cairns Central.

PARKING OF CARS

Cars, motor bikes, boats and vans are only to be parked in the designated areas. It is prohibited to park on the front lawn areas, nature strips or other lawn areas etc. Use a drip tray under your vehicle if prone to oil leaks. Unregistered vehicles are not to be kept at the property unless properly garaged.

GAS BOTTLES

If gas bottles are provided with the property they must be refilled when tenants vacate and certificate/receipt provided.

CONTENTS INSURANCE

It is the tenants' responsibility to insure their own belongings and furniture.

PAINTWORK ON WALLS

The tenant agrees that no nails, screws, hooks, blue tac, sticky tape or tacs are to be fixed to the wall without the written permission of the Agent. It is our experience that when these are removed, paint and plaster damage occurs and the tenant will be held responsible. Patch painting is not acceptable, if damage occurs the entire wall/ceiling must be repainted.

APPROVED OCCUPANTS

Only the people originally included on your application and approved by the owner are allowed to reside permanently at the property. If a new tenant wishes to replace an existing tenant, our office must be informed immediately in order for them to complete an application and have it approved before moving in.

POOL MAINTENANCE (IF APPLICABLE)

The tenant agrees that it is their responsibility to keep the pool in a well-maintained safe condition, including cleaning and chemicals, unless otherwise stated. **Certificate stating condition of pool dated within 7 days of exit to be handed in with keys and other receipts to First National Cairns Central.** If it is noted that the pool is not being maintained, you will be given 48 hours notice to rectify the problem. Failure to comply with this will result in a professional pool cleaner attending the property. The tenant agrees to pay for any associated costs to restore the pool to its original condition if caused from tenant neglect.

LAWNS AND GARDENS (IF APPLICABLE)

We have taken the time to ensure that the lawns and gardens are presented in a neat and tidy condition. The tenant agrees to keep the grounds in the same condition. Failure to maintain the lawns in a neat and tidy condition will result in a professional lawn maintenance company attending the property. The tenant agrees to pay for this cost.

WATER (IF APPLICABLE)

The tenant agrees to pay for water charges, which is calculated per quarter.

SAFETY SWITCH FOR POWER CIRCUIT

The tenant/s agree to test the safety switch if installed for the Power Circuit on the Power Board every three (3) months. To test a safety switch, simply press the TEST button. This should automatically trip the switch to the 'off position'. Reset by pushing the switch back to 'on'. If it doesn't work, contact your Property Manager immediately.

If a safety switch turns off the power, it may be that a resident could be using faulty appliances or the electrical wiring may have become faulty. Disconnect all appliances and plug them in, one at a time, until the faulty one is located.

BREAKING OF TENANCY AGREEMENT

We can assist you should you wish to break your tenancy agreement. The following conditions will apply:-

The tenant is responsible for and must pay rent until the property is relet to a suitable tenant and binding agreement to enter into or until the end of the tenancy agreement, whichever is sooner.

The tenant must pay for reasonable reletting fees being equal to the first weeks rent plus GST or as otherwise agreed. The tenant must also pay for all advertising costs expended by the office in the process of securing a new tenant.

GIVING NOTICE

The tenant agrees that when giving notice it must be in writing (in the prescribed form) and handed or faxed to our office. The notice is not effective until we receive a Form13 Notice of Intention to Vacate.

Two weeks written notice is required prior to vacating.

VACATING

The tenant agrees that if the premises are not cleaned to the Agent's satisfaction within a reasonable time, a professional cleaner will be engaged to clean where required and the cost will be deducted from the bond. The tenant agrees that upon vacating, a professional carpet cleaner acceptable to the Agent will clean the carpets and the property will be pest controlled for cockroaches. *Rent is due and payable up to hand over with all relevant paperwork completed as stated above. Any and all costs incurred with the recovery of outstanding rent monies or other costs related to the tenancy are the full responsibility of the tenant. Re-inspection fees will be charged out to the tenant at \$55 per inspection.*

UNSATISFIED PROBLEMS

We respect your rights as a tenant to quiet enjoyment and privacy during your tenancy and we will do our best to help you during our time together. However, should you believe you have a problem, which is not being treated fairly by our staff, please put your complaint in writing and we will attend to it promptly and respond to your problem within seven (7) days. All consumer complaints are administered by the Residential Tenancies Authority – (Residential Tenancies Act 1994) or office of Fair Trading – (Property Agents & Motor Dealers Act 2000).

PRIVACY STATEMENT

Our office is required to collect personal information from you to manage the tenancy. The information collected may be disclosed to the lessor, tradespeople, government departments or bodies, tenant database registers, body corporate, strata managements, referees (real estate agents or lessors), tribunals, courts, insurance companies or other related third parties necessary to manage your property or as required at law. If you would like access to your information or wish to correct incomplete or out of date information, please contact our office.

ACKNOWLEDGEMENT BY TENANT/S

By completing this confirmation the Tenant/s acknowledge having received the documents and items detailed above on or before the commencement of the Tenancy Agreement and acknowledge the responsibilities outlined as the Tenant.

I have read and understand all of the above:

Address of Rental Property: _____

Tenant/s Name/s: _____

Tenant/s Signature/s: _____

Date: _____