

TENANCY APPLICATION

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 prior to completing your Application:

- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required.
- Failure to supply photocopied ID is subject to a **\$0.50 fee PER PAGE**
- Approval within the first 48 hours, you must be in the position to sign a tenancy agreement and pay the first 2 weeks rent from within 48 hours of approval.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

You must provide identification from categories below to make up **100 points of identification**.

PASSPORT BIRTH CERTIFICATE DRIVERS LICENCE PROOF OF AGE CARD **40 points**

2 RECENT RENT RECEIPTS 2 RECENT PAY ADVICES TENANCY LEDGER **20 points**

CAR REGISTRATION PAPERS BANK STATEMENT **20 points**

MEDICARE CARD UTILITY BILL/S

2 REQUIRMENTS ARE:

- Photo Identification
- Proof of income;
 - Centrelink income statement
 - Bank statement
 - 2 recent payslips

PLEASE NOTE: WITHOUT PHOTO IDENTIFICATION, WE ARE NOT ABLE TO ACCEPT OR PROCESS YOUR APPLICATION.

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 2 weeks rent is to be paid by SIMPLERENT, **MONEY ORDER** or **BANK CHEQUE**. *NOTE – FREEMANS RESIDENTIAL IS A CASHLESS OFFICE*



property address you wish to apply for:

Applicant's Details

Name		Address	
Date of Birth		Place of Birth	
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: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Current Tenancy Details if applicable

Rent/Board per week \$	Period of occupancy	Years	Months
Agent/Landlord	Fax/Email	<input type="checkbox"/> Business	
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:

Previous Address

Address			
Rent/Board per week \$	Period of occupancy	Years	Months
Agent/Landlord	Fax/Email	<input type="checkbox"/> Business	

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	Pay day is of each: week / fortnight / month
Payroll / Manager's Name	Fax/Email	<input type="checkbox"/> Business	

If Self Employed

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

Income – 2 current consecutive payslips must be provided or a bank statement.

Source – List below	\$ Gross per annum (Verification required)
• Employment	\$
• Self Employment	\$
• Centerlink (total per fortnight)	\$
TOTAL	\$

If a Student or Not Currently Employed

Student ID # _____ Institution _____ Course _____ Duration _____

Currently not employed or a Student. Austudy Document Bank Statements

Parent/Guardian Letter Centerlink Document Other

Details of all Vehicles to be kept at Property

Registration No _____ Model _____ Owned / Hire Purchase _____

Registration No _____ Model _____ Owned / Hire Purchase _____

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

Name	Address	Age
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Pets

No

Yes: Complete below

PLEASE PROVIDE PHOTOS OF PETS

Pet 1

Pet 2

Pet 3

Pet 4

Type of pet/s _____

Breed _____

Name/s _____

Age _____

Desexed YES / NO

YES / NO

YES / NO

YES / NO

Council Reg # _____

Emergency Pet Carer

The Tenant provides the following information for use in the case of an emergency.

Name _____

Address _____

Phone No. _____ Work No. _____ Mobile No. _____

Veterinarian

The Tenant provides the following information for use in the case of an emergency. Name

Address _____

Phone No. _____ Fax No. _____ A/H No. _____

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name

2. Name

Address

Address

Relationship

H

Relationship

H

W

M

W

M

Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
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1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
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2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
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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 _____ / _____ / _____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

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. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid within 48 hours of approval of application
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

ONLINE BOND LODGEMENT

You now pay your rental bond online with the RTA. The online bond lodgement process should take approximately 10 minutes to complete. To lodge a new bond online you will need to verify your digital ID through the Queensland Government's secure QGov service. You will be prompted to log into your QGov account, or register an account if you are a new user. To start your lodgement go to the RTA website <https://www.rta.qld.gov.au/Forms-and-publications/Forms/Online-Bond-Lodgement>; if you do not have Australian issued ID, you can lodge a rental bond using the RTA's paper-based Bond lodgement form - see Freeman's Residential or RTA website for a lodgement form.

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the Australian 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 OF RENT

The Applicants understands that the preferred rental payment method is a set and forget Direct Debit via SimpleRent.

You will also receive access to the SimpleDiscounts rewards program that will save you 3% to >20% off over 22 National retailers

I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online and that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit. I acknowledge that the below fees and charges may apply to certain transactions.

Direct Debit set up \$1.10, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%).

Failed payments \$9.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary.

I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.



COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Freeman's Residential 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 Team Leader. 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 **Freeman's Residential**. I authorise **Freeman's Residential** 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 **Freeman's Residential** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Freeman's Residential** 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 **Freeman's Residential** 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.

PHOTO CONSENT

I consent to photographs being taken of the property during an inspection arranged by the lessor or the lessor's agent in accordance with section 192(1)(a), for the purposes of documenting the condition of the property at the time of the inspection.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	

TENANT CHECKLIST – Before I submit this application I have.....

<input type="checkbox"/>	Attached photocopies of identification to meet 100 or more points . ONE photo identification is required. 50c per page, to photocopy within the office.
<input type="checkbox"/>	Inspected the property both internally and externally. Date viewed ____/____/____.
<input type="checkbox"/>	Read and agree to the Collection of Rent statement on page 4.
<input type="checkbox"/>	Viewed a copy of the General Tenancy Agreement, on the RTA website. If you are unable to view online, please contact our office.
<input type="checkbox"/>	I have the ability to pay 2 weeks and bond before the lease commences.
<input type="checkbox"/>	Completed the Application form in FULL.

you're welcome

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