



AGENCY NAME	REMAX REAL ESTATE SERVICES	
ADDRESS	47 Heavey Crescent, Whitfield QLD 4870	
PHONE	40 444 888	
FAX	40 444 822	
EMAIL	<a href="mailto:rentals@remaxcairns.com.au">rentals@remaxcairns.com.au</a>	

PROPERTY ADDRESS FOR RENT: \_\_\_\_\_

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 SUPPORTING DOCUMENTS AND REFERENCE CONTACT DETAILS. THE APPLICATION CAN NOT BE PROCESSED UNTIL IT IS 100% COMPLETE.**

Please read prior to completing your Application:

- One Application is to be completed per person over the age of 18;
- Our Agency staff will contact you within 24-48 business hours of submission. 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 via Bank Transfer;
- For our Agency to consider the Application, the Applicant/s weekly income should be at least 3 times the proposed weekly rent (e.g. the rent is not to exceed one third of the net income);
- If emailing your Application and documents, please phone to confirm that it has been received and is legible; and
- It is the Applicant’s responsibility to provide copies of all documentation. If you require photocopies, they will be charged at 0.50c per sheet. *Note: Must have correct change.*

<b>Submit At Least One of The Following Photo Identifications:</b>		
<input type="radio"/> Driver’s License	<input type="radio"/> Passport	<input type="radio"/> Proof of Age Card
<b>Submit Two (2) Current Documents on Which Your Name and Current Address Appear:</b>		
<input type="radio"/> Car Registration	<input type="radio"/> Rates Notice	
<input type="radio"/> Electricity Account	<input type="radio"/> Gas Account	
<input type="radio"/> Bank/Credit Card Statement	<input type="radio"/> Telephone Account	
<input type="radio"/> Other		
<b>Submit Two (2) of the Following Identification:</b>		
<input type="radio"/> Birth Certificate	<input type="radio"/> Medicare Card	<input type="radio"/> Bank Card
<b>Submit Verification of Income:</b>		
<input type="radio"/> 3 Recent Pay Advices	<input type="radio"/> Current Centrelink Income Statement	
<input type="radio"/> Bank Statement	<input type="radio"/> Letter of Employment	
<b>Submit Verification of Self Employment (if applicable):</b>		
<input type="radio"/> Bank Statement	<input type="radio"/> Group Certificate	
<input type="radio"/> Latest Tax Return	<input type="radio"/> Accountants Letter	

**Applicant Checklist – Before I submit this Application, I have:**

- Attached photocopies of documents to meet the requirements above for identification and income
- Inspected the Property both internally and externally
- Completed the Application form fully, including Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the property

<b>OFFICE USE ONLY</b>	
Date Application Received:	Property Manager:
Applicant inspected the Property: YES / NO	Scheduled Inspection Date:
All required documents received: YES / NO	Documents waiting on:





## If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
Please attach documents to the Application to verify:			
<input type="checkbox"/> Parent/Guardian Letter <input type="checkbox"/> Centrelink Document <input type="checkbox"/> Bank Statements <input type="checkbox"/> Austudy Document <input type="checkbox"/> Other			

## Vehicles to be kept at Property

Registration No.	Model	Owned/Hire Purchase
Other:		

## Occupancy Details of persons to reside at property incl. all Dependants & other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

**Pets**     No     Yes: Refer to attached Pet Application and Agreement completed

## 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	☿ Business Hours Contact
1.		☿ Mob                                    Email
2.		☿ Mob                                    Email

## 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 satisfactory condition when you inspected it? If not, list requests.     Yes     No

I declare that 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 that I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental amount 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 two (2) weeks rent as *part bond*. 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.

Pre-moving in costs as itemised below are to be paid by BANK CHEQUE or DIRECT DEPOSIT made payable to REMAX Real Estate

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	<i>Must be paid before lease commences</i>
<b>Bond – 4 times weekly rent</b>	4 x \$	= \$	<i>Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24hrs of Application approval</i>
<i>NB: If rent is over \$700pw, Bond is as specified on Rent list</i>			
<b>TOTAL PRE-MOVING IN COST</b>		\$	

<b>APPLICANT'S SIGNATURE</b>	<b>Date</b>
<b>In Presence of Agency Representative</b>	<b>Date</b>

**RE/MAX Real Estate Services**  
**47 Heavey Crescent, Whitfield QLD 4870**  
**07 4044 4888**

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the National 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, you 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 NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency 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 purposes 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 Privacy Officer. 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 RE/MAX. I authorise RE/MAX to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all the other references on this application;
- Tenancy Databases to which RE/MAX subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise RE/MAX to refer my name and contact details to an arranger or service provider including tradespeople (to attend 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 e.g. 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 for RE/MAX to use the phone details provided below to contact me for marketing purposed until I have advised 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 and the method of receiving advice or notification by SMS is accepted.

**PAYMENT METHOD**

I understand that our methods of rental payments are as follow; [simplerent.com.au](http://simplerent.com.au), Centrepay, Salary Sacrifice, Bank Cheque or Money Order. I understand that fees may be incurred when choosing from the above outlined rental payment methods.

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date &amp; Time</b>	