



**REAL ESTATE AGENTS  
& AUCTIONEERS**

6 Aplin Street, Cairns  
PO Box 6270, Cairns  
Ph: 40519300 Fax: 40312500  
les@lesfreeman.com.au

# WELCOME

## To our prospective Tenants

### Re: Application Form

<b>Received</b>
Date:.....
Time:.....
Initial:.....

1. Please complete the attached Application Form in detail. Failure to fully complete this application & supply the following information may result in the application not being processed.

Drivers License  Passport  18+ Card   
Current Pay Slip  and/or  Centrelink Statement

2. All applicants over 18 must complete a "Personal Details" page.
3. Your application will be processed expeditiously. (within 24 hours of receiving the application) provided all information and phone numbers are supplied.
4. Once you have been approved you will need to pay the first weeks rent IN CASH within 24 hours. A 'sign-up' appointment will be made at that time.
5. If the 1st weeks rent is not paid within 24 hours, we unfortunately will be unable to secure the property on your behalf. If for any reason you decide not to take the property once you have been approved, the first weeks rent will not be refunded.
6. At the sign up appointment you will need to pay the bond plus your second weeks rent IN CASH.
7. All tenants need to sign the General Tenancy Agreement before keys to the property will be handed over.

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_/\_\_\_/\_\_\_

## TICA APPLICATION FOR TENANCY

PROPERTY ADDRESS \_\_\_\_\_

THIS APPLICATION IS MADE ON : \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We, the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following:

1. I/We inspected the property on the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_
2. I/We wish to apply to rent the above property for a period of \_\_\_\_\_ months commencing on \_\_\_\_\_
3. I/We agree that the rent is \$\_\_\_\_\_ per week/fortnight/month and that the rental bond is \$\_\_\_\_\_.
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/We understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent in CASH.
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above.
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

\_\_\_\_\_  
APPLICANTS Signature

\_\_\_\_\_  
AGENTS Signature

\_\_\_\_\_  
APPLICANTS Signature

## APPLICATIONS NAME & DETAILS

1. SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_  
D.O.B \_\_\_\_\_ LICENCE # \_\_\_\_\_ STATE \_\_\_\_\_  
PASSPORT \_\_\_\_\_ LAST SUBURB \_\_\_\_\_  
Email \_\_\_\_\_ Contact Phone \_\_\_\_\_
2. SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_  
D.O.B \_\_\_\_\_ LICENCE # \_\_\_\_\_ STATE \_\_\_\_\_  
PASSPORT \_\_\_\_\_ LAST SUBURB \_\_\_\_\_  
Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

## PERSONAL DETAILS

Please answer the following questions:

1. Has your tenancy ever been terminated by a landlord or agent? Yes/No  
If yes give details: \_\_\_\_\_
2. Have you ever been refused a property by any landlord or agent? Yes/No  
If yes give details: \_\_\_\_\_
3. Are you in debt to another landlord or agent? Yes/No  
If yes give details: \_\_\_\_\_
4. Have any deductions ever been made from your rental bond? Yes/No  
If yes give details: \_\_\_\_\_
5. Is there any reason known to you that would affect your future rental payments with Les Freeman Real Estate? Yes/No  
If yes give details: \_\_\_\_\_
6. I acknowledge that the landlord and landlords agent will rely on the truth of the above answers in assessing the application for tenancy

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_/\_\_\_/\_\_\_

How did you find out about the property?

- |   |   |
|---|---|
| <input type="radio"/> Cairns Post Advertisement | <input type="radio"/> Sign on Property              |
| <input type="radio"/> Internet                  | <input type="radio"/> Referral from friend/relative |
| <input type="radio"/> Visit to Office           | <input type="radio"/> Other _____                   |

# APPLICANTS PERSONAL DETAILS

PERSONAL

APPLICANT NAME: \_\_\_\_\_  
CONTACT NUMBER: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_  
NUMBER OF OCCUPANTS: Adults \_\_\_\_\_ Children \_\_\_\_\_ (Ages) \_\_\_\_\_  
TYPE OF VEHICLE: \_\_\_\_\_ REGO: \_\_\_\_\_ OWNED / FINANCED  
PETS OWNED: \_\_\_\_\_ BREED: \_\_\_\_\_ REGISTERED Y / N REGO# \_\_\_\_\_

*IF SELF EMPLOYED, PLEASE COMPLETE BOTTOM SECTION*

EMPLOYMENT

OCCUPATION: \_\_\_\_\_ INCOME: \$ \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_ PERIOD: \_\_\_\_\_ yrs \_\_\_\_\_ mths  
ADDRESS: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
PREVIOUS EMPLOYER: \_\_\_\_\_ PERIOD: \_\_\_\_\_ yrs \_\_\_\_\_ mths  
ADDRESS: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
ADDITIONAL INCOME / BENEFITS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

RESIDENTIAL HISTORY

**CURRENT ADDRESS:** \_\_\_\_\_  
PERIOD OF OCCUPANCY: \_\_\_\_\_ yrs \_\_\_\_\_ mths RENT PAID: \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
AGENT / LANDLORD: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
**PREVIOUS ADDRESS:** \_\_\_\_\_  
PERIOD OF OCCUPANCY: \_\_\_\_\_ yrs \_\_\_\_\_ mths RENT PAID: \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
AGENT / LANDLORD: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

*NB: MINIMUM REQUIREMENT - 2 DIFFERENT REFEREES*

REFEREES

1. EMERGENCY CONTACT \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
2. REFEREE \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

**\*\* IF SELF EMPLOYED, EVIDENCE WILL BE REQUIRED SUCH AS TAX / ANNUAL RETURN, REGISTRATION OF ABN \*\***

SELF EMPLOYED

Company or Business Name: \_\_\_\_\_  
ABN: \_\_\_\_\_ Date Formed: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Accountant: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

# APPLICANTS PERSONAL DETAILS

**P** APPLICANT NAME: \_\_\_\_\_  
**E** CONTACT NUMBER: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_  
**R** NUMBER OF OCCUPANTS: Adults \_\_\_\_\_ Children \_\_\_\_\_ (Ages) \_\_\_\_\_  
**S** TYPE OF VEHICLE: \_\_\_\_\_ REGO: \_\_\_\_\_ OWNED / FINANCED  
**O** PETS OWNED: \_\_\_\_\_ BREED: \_\_\_\_\_ REGISTERED Y / N REGO# \_\_\_\_\_  
**N**

**A** *IF SELF EMPLOYED, PLEASE COMPLETE BOTTOM SECTION*

**E** OCCUPATION: \_\_\_\_\_ INCOME: \$ \_\_\_\_\_  
**M** EMPLOYER: \_\_\_\_\_ PERIOD: \_\_\_\_\_ yrs \_\_\_\_\_ mths  
**P** ADDRESS: \_\_\_\_\_  
**L** CONTACT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
**O** PREVIOUS EMPLOYER: \_\_\_\_\_ PERIOD: \_\_\_\_\_ yrs \_\_\_\_\_ mths  
**Y** ADDRESS: \_\_\_\_\_  
**M** CONTACT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
**E** ADDITIONAL INCOME / BENEFITS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_  
**N**

**R** **CURRENT ADDRESS:** \_\_\_\_\_  
**E** PERIOD OF OCCUPANCY: \_\_\_\_\_ yrs \_\_\_\_\_ mths RENT PAID: \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_  
**N** REASON FOR LEAVING: \_\_\_\_\_  
**T** AGENT / LANDLORD: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
**A** **PREVIOUS ADDRESS:** \_\_\_\_\_  
**L** PERIOD OF OCCUPANCY: \_\_\_\_\_ yrs \_\_\_\_\_ mths RENT PAID: \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_  
**H** REASON FOR LEAVING: \_\_\_\_\_  
**I** AGENT / LANDLORD: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
**S**

**O** *NB: MINIMUM REQUIREMENT - 2 DIFFERENT REFEREES*

**R** 1. EMERGENCY CONTACT \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
**E** ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
**F** 2. REFEREE \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
**E** ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
**R**

**S** *\*\* IF SELF EMPLOYED, EVIDENCE WILL BE REQUIRED SUCH AS TAX / ANNUAL RETURN, REGISTRATION OF ABN \*\**

**E** Company or Business Name: \_\_\_\_\_  
**F** ABN: \_\_\_\_\_ Date Formed: \_\_\_\_\_  
**E** Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
**R** Accountant: \_\_\_\_\_ Contact: \_\_\_\_\_  
**E** Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
**N**

**I** \_\_\_\_\_  
**Z** \_\_\_\_\_  
**E** \_\_\_\_\_  
**M** \_\_\_\_\_  
**O** \_\_\_\_\_  
**F** \_\_\_\_\_  
**E** \_\_\_\_\_  
**E** \_\_\_\_\_  
**S** \_\_\_\_\_

## **PRIVACY ACT 1988**

### **COLLECTION NOTICE**

The personal information the prospective lessee/tenant provides in this application or collected from other sources is necessary for the agent to verify the applicants identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Lessor's, referees, other agents and third party operators of tenancy references databases. Information already held on tenancy references databases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails comply with their obligations under that agreement, that fact and other personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, other agents and third party operators of tenancy references databases.

If the applicant would like access to the personal information that the agents hold, they can do so by contacting Les Freeman Real Estate at 6 Aplin Street, Cairns. Phone 40519300, Fax 40312500 or email les@lesfreeman.com.au/ The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the agent may not be able to process the application and manage the tenancy.

### **PRIVACY CONSENT**

I/We the applicant/s acknowledge that I/We have read the above collection notice. I/We authorise Les Freeman Real Estate to collect about me/us from;

- A: My/our previous agents and/or landlords;
- B: My/our current and previous employers;
- C: My/our personal referees;
- D: Any Tenancy Default Database (including TICA) which may contain personal information about me/us. I/We also authorise Les Freeman Real Estate to disclose details about any default by me/us under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

I/We authorise Les Freeman Real Estate to disclose personal information it collects about me/us to the owner of the property, even if the owner is a resident outside Australia.

Name and Signature of First Applicant: \_\_\_\_\_

Name and Signature of Second Applicant: \_\_\_\_\_

Date: \_\_\_\_\_