

# Application for Residential Tenancy

(One application to be completed per person)

## PART 1: RENTAL PROPERTY DETAILS

### ITEM 1: AGENT DETAILS

AGENCY NAME:

DJ Smith Property

ADDRESS: 7/129 Sheridan Street

SUBURB: CAIRNS

STATE: QLD

POSTCODE: 4870

PHONE:

MOBILE:

FAX:

EMAIL:

07 4041 1214

07 4041 1464

rental@dsmith.com.au

### ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent:

\$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

Fixed term agreement

Periodic agreement

Starting on:

Ending on:

## PART 2: APPLICANT DETAILS

### ITEM 3: CONTACT 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/passport number:

State:

Number of vehicles:

Registration number(s):

### ITEM 4: DEPENDANTS

Do you have any dependants?

 Yes

 No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

### ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker?

 Yes

 No

### ITEM 6: PETS

Do you intend to keep pets at the property?

 Yes

 No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

 Yes

 No

If Yes, please state which council:

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**ITEM 7: APPLICANTS ADDRESS HISTORY**

CURRENT RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  
 Rent  Owner  Other: → \_\_\_\_\_

CURRENT AGENT/LESSOR (If renting): \_\_\_\_\_

AGENT/LESSOR PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

PREVIOUS RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PERIOD OF OCCUPANCY: \_\_\_\_\_ TYPE OF OCCUPANCY:  
 Rent  Owner  Other: → \_\_\_\_\_

PREVIOUS AGENT/LESSOR: \_\_\_\_\_

AGENT/LESSOR PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PREVIOUS RENT \$ \_\_\_\_\_ Rent period: \_\_\_\_\_ ← weekly / fortnightly / monthly REASON FOR LEAVING: \_\_\_\_\_

**ITEM 8: EMPLOYMENT DETAILS**

Are you employed?  Yes  No (if no, please provide details of previous employer, if any)

Employment status:  Full time  Part time  Casual  Contract  Self employed

OCCUPATION: \_\_\_\_\_ NET INCOME (per week)

\$ \_\_\_\_\_

DATE COMMENCED EMPLOYMENT (approx.) \_\_\_\_\_ DATE TERMINATED EMPLOYMENT (if any): \_\_\_\_\_

EMPLOYER/BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF SELF EMPLOYED, ACCOUNTANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ITEM 9: CENTRELINK PAYMENTS**

Are you receiving any regular Centrelink payments?  Yes  No

DESCRIPTION OF PAYMENT(S): \_\_\_\_\_

TOTAL INCOME (PER WEEK): \_\_\_\_\_ DATE PAYMENTS COMMENCED: \_\_\_\_\_

\$ \_\_\_\_\_

**ITEM 10: 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: \_\_\_\_\_

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**ITEM 11: PERSONAL REFERENCES**

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

REFeree 1: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ PHONE/MOBILE: \_\_\_\_\_

REFeree 2: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ PHONE/MOBILE: \_\_\_\_\_

**ITEM 12: PERSONAL REPRESENTATIVE**

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

REPRESENTATIVE 1: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ PHONE/MOBILE: \_\_\_\_\_

REPRESENTATIVE 2: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ PHONE/MOBILE: \_\_\_\_\_

**PART 3: SUPPORTING DOCUMENTS**

**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

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

**70 Points**

- Passport
- Full birth certificate
- Citizenship certificate

**40 Points**

- Australian Driver's Licence
- Student Photo ID
- Department of Veterans Affairs card
- Centrelink card
- Proof of age card
- State/Federal Government Photo ID

**25 Points**

- Medicare card
- Council rates notice
- Motor vehicle registration
- Telephone bill
- Electricity bill
- Gas bill
- Tenancy History Ledger
- Bank statement
- Credit card statement
- Last FOUR rent receipts
- Rent bond receipt
- Previous tenancy agreement

**ITEM 14: 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.
- Self employed:** Bank statements, Group Certificate, Tax Return or Accountant's letter.
- Not employed:** Centrelink statement.

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**PART 4: DECLARATION**

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

- 1. Have never been evicted by an Agent/Lessor  True  False
- 2. Have no known reasons that would affect my ability to pay rent  True  False
- 3. Was refunded the rental bond for my last address in full (if applicable)  True  False

If false, please advise what deductions were made from your bond?

\_\_\_\_\_

- 4. Have no outstanding debt to another Agent/Lessor?  True  False

If false, why are you in debt to your past Agent/Lessor?

\_\_\_\_\_

**PART 5: TENANCY DATABASES**

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

\_\_\_\_\_

**PART 6: ACKNOWLEDGEMENT**

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

- 1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.  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.  Yes  No
  - 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 databases searches) as you consider reasonably necessary.  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
- 3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why.  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 corporates, contractors, other real estate agents, salespeople and tenancy default databases.  Yes  No
- 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application.  Yes  No
- 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.  Yes  No
- 7. Acknowledge that I have signed the agency's Privacy Notice and Consent.  Yes  No
- 8. 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
- 9. 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
- 10. Declare that the above information is true & correct and that I have supplied it of my own free will.  Yes  No

Name of Applicant: \_\_\_\_\_

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

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**DJ Smith Property**  
**7/129 Sheridan St, Cairns**  
**TEL 07-4041-1214    FAX 07-4041-1464**

**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, 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 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 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 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 DJ Smith Property. I authorise DJ Smith Property 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 DJ Smith Property 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 DJ Smith Property 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 DJ Smith Property to use the phone details provided 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 and Marketing by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

Applicant Name
Applicant Signature
Date
Time