

# TENANCY APPLICATION – one per applicant



<b>PLEASE FAX TO (07) 4031 4889 or Email <a href="mailto:info@rentcity.com.au">info@rentcity.com.au</a></b>	<b>Please provide photocopies of following with each application:</b> ✓ Photo ID ✓ Two recent payslips & or bank statement ✓ One other form of ID (Medicare, bank card etc) <b><i>Please note we do not photo copy your ID &amp; Documents</i></b>
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**Please note that application approval is at the Landlord's discretion and no reason shall be given for unsuccessful applications.**

Property you wish to apply for:

Rental Price: \$ /wk	Commencement date: / /	Lease Term: <input type="checkbox"/> 6mths <input type="checkbox"/> 12mths
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Total No. of occupants:	Adults:	Dependants (Number & Ages):	Smokers <input type="checkbox"/> YES <input type="checkbox"/> NO
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Names of other people to occupy the premises:

Details of Pets to occupy the premises – Number:      Type/Breed:      Inside/outside:

**PERSONAL DETAILS**

Title:	Surname:	Given Name:	Middle Name:
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Mobile:	Work Phone:	Home Phone:
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Email:

Date of Birth:	<input type="checkbox"/> Australian Passport No:	Australian Resident <input type="checkbox"/> YES <input type="checkbox"/> NO
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Drivers licence No:	State:	Vehicle Reg No:	State:
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<input type="checkbox"/> International passport holder Country:	Visa Type:	Visa expiry:
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**APPLICANT HISTORY**

**CURRENT ADDRESS:**      Suburb :      State:      Postcode:

Current Rent:\$ /wk	Length of Occupancy? yrs mths	Why are you leaving?
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Landlord / Agency Name:	Phone:
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**PREVIOUS ADDRESS:**      Suburb:      State:      Postcode:

Current Rent:\$ /wk	Length of Occupancy? yrs mths	Why did you leave?
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Landlord / Agency Name:	Phone:
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**CURRENT EMPLOYMENT**

Employer:	Occupation:
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Length of Employment: yrs mths	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	Salary: \$
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Manager Contact:	Manager Ph:
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Employer Address:	Suburb :	State:	Postcode:
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**EMERGENCY CONTACT – NOT LIVING WITH YOU**

Name:	Relationship:	Phone:
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Address:	
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**OTHER – STUDENT INFORMATION** (If financially supported supply copies of recent bank statements)

Place of Study:	Course undertaken:
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Source of Income:	How much received per month:
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**THE APPLICATION MAY TAKE 2-3 BUSINESS DAYS TO PROCESS WE ASK FOR YOUR PATIENCE**

# TENANCY APPLICATION



**Upon approval of this application, I am aware that I must be in the position to make part payment of the bond equivalent to two weeks' rent and to sign a general tenancy agreement. The remainder of the bond and an additional two weeks' rent will be payable no later than the day I wish to take possession of the property.**

**Agreeable Please Sign: X**

## PRIVACY POLICY

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity to process and to evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it is collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant person information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required is not provided by you, we may not be able to process your application and manage your tenancy.

We may also disclose your personal information in order to; allow trades people or equivalent organisations to contact you, lodge / claim / transfer to / from the Residential Tenancies Authority, Refer to Tribunal / Courts and Statutory Authorities (where applicable), Refer to collection agents/lawyers (where applicable).

Rent City Cairns complies with laws protecting privacy. The Information you provide to Rent City will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Rent City or do not wish Rent City to use your information for purposes other than in accordance with this agreement, Please contact our office on 07 4041 1241

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## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

**APPLICANT NAME**

**APPLICANT SIGNATURE**

**DATE**

By signing this document, I give permission for Rent City Property Managers and its authorised agents to conduct reference checks as required, verifying any information given on this application. This will include the TICA database. I give my consent for Rent City to contact me via email and other forms of electronic communication throughout the application process and any tenancy that may follow. I also declare that all information is true and accurate and subject to the owner's approval.

## IMPORTANT

**I have sighted the property inside and satisfied with its condition  YES  NO**

*If you have not sighted the property you will need to complete a signed waiver accompanying the application, please contact our office to request a copy of this document.*

If no please list items which you feel need attention before you are satisfied in completing the application:

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**THE APPLICATION MAY TAKE 2—3 BUSINESS DAYS TO PROCESS WE ASK FOR YOUR PATIENCE**

It is encourage for applications along with supporting documents to be emailed to [info@rentcity.com.au](mailto:info@rentcity.com.au)