

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

## A. AGENT DETAILS

TCM Rentals Pty Ltd

**Address:** Cairns Central Apartments, Level 3/58-62  
McLeod St, Cairns City QLD 4870

**Phone:** (07) 4030 0222 FAX 07 4031 5762

**email:** ben@tcmrentals.com.au

**website:** www.tcmrentals.com.au

**Property Manager:**

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

<input type="text"/>
Postcode <input type="text"/>

### 2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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### 3. Lease term?

<input type="text"/>	Years	<input type="text"/>	Months
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### 4. How many tenants will occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

### 6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

### 7. What is your current address?

<input type="text"/>
Postcode <input type="text"/>

## D. PROVIDE US WITH 100 POINTS OF ID



PLEASE NOTE ALL SUPPORTING DOCUMENTATION MUST BE SUPPLIED IN PDF FORMAT IF BEING EMAILED TO THE AGENT WITH THE APPLICATIONS

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 15 Pay Slips       | <input type="checkbox"/> 10 Birth Certificate                              | <input type="checkbox"/> 20 Tenancy Ledger      |
| <input type="checkbox"/> 30 Drivers Licence | <input type="checkbox"/> 15 Health Care Card                               | <input type="checkbox"/> 15 Bank/Card Statement |
| <input type="checkbox"/> 30 Photo ID        | <input type="checkbox"/> 20 Last 4 Rent Receipts                           |   |
| <input type="checkbox"/> 30 Passport        | <input type="checkbox"/> 15 Bills (Phone/Electricity/Vehicle Registration) |   |

### Message from our Rentals Team:

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 in completing the Tenancy Application so it can be processed promptly. Applications Will Not Be Processed Unless All Information Is Supplied. Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions. All occupants over the age of 18 years old, must fill out an application form.

**APPLICATION PROCESS** Complete one Application Form per person. Children may be included on a Parent or Guardian's Application. Include evidence of your income eg.

Pay slip or if self employed, a letter of income verification from your Accountant, Centrelink documents, Scholarship documents. Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows above.

**PROCESSING AN APPLICATION** In most instances, we are able to process your application within 48 hours and advise you by phone. If we are unable to contact all your referees, this process may take longer.

**INFORMATION VERIFICATION BY OUR AGENCY** To verify your Application information, we contact Tenancy Databases eg. TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Owner and personal referees.

**APPROVAL OF AN APPLICATION** If your application is approved, we will require you to sign a Tenancy Agreement and Bond Lodgement form within 24 hours of approval. All approved Tenants must sign the Tenancy Agreement.

Signature of The Applicant

Date

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants such as NDT, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting;

NTD: 1300 563 826  
TICA: 1902 220 346  
TRA: (02) 9363 9244

If I default under the rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, The Agent cannot provide me with the lease/tenancy of the premises.

Signature of The Applicant

Date

## F. APPLICANT HISTORY

### 8. How long have you lived at your current address?

Years  Months

### 9. Why are you leaving this address?

### 10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

### 11. What was your previous residential address?

Postcode

### 12. How long did you live at this address?

Years  Months

### 13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

Was bond refunded in full?

If not why not?

## G. EMPLOYMENT HISTORY

### 14. Please provide your employment details

What is your occupation?

What is the nature of your employment?

☐ Full Time ☐ Part Time ☐ Casual ☐ Unemployed

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years  Months

Net Income

\$

### 15. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years  Months

Net Income

\$

## H. CONTACTS / REFERENCES

### 16. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

### 17. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

## I. OTHER INFORMATION

### 18. Car Registration

### 19. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

## J. PLEASE NOTE

Initial payments must be made within 24 hours of receiving the approval email from the agent. The funds are to be transferred via EFT into the the DEFT payment system <https://www.deft.com.au/> using the DEFT Reference Number issued to you by the agency.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

## HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

☐ realestate.com ☐ Facebook ☐ LinkedIn  
☐ TCM Website ☐ Instagram ☐ Rental Flyer  
☐ Referral ☐ Other (specify)

## K. Business References

1. Name

Business Name

Phone Number Mob  Wk

2. Name

Business Name

Phone Number Mob  Wk

## OFFICE USE ONLY

### Property Rental

\$  per week \$  per month

SAVE

PRINT