

3/161 Aumuller Street, Westcourt,
Cairns, QLD 4870, Australia



3/161 Aumuller Street, Bungalow
Phone: 4046 8999
Fax: 4031 3914
info@chrisgayre.com.au

APPLICATION FOR RESIDENTIAL TENANCY

Full Name: _____

What property are you applying for: _____

When would you like the property: _____

Lease Term: (please circle) **6 Months** **12 Months**

Welcome to Chris Gay Real Estate.

We look forward to being able to assist you in finding your new home. We would like to take this opportunity to make you aware of our procedures for the rental application process. **Please read.**

Applications

It is a requirement that every prospective occupant complete an application form. The application form cannot be processed unless all required information is supplied to our agency. Please refer to the application as to what information will be required. Applicants should be aware that we are a member of the **Tenancy Information Centre of Australia (TICA)** and we do contact all references supplied on this form. We suggest it may be a good idea to notify your references including your current/previous agent that we will be in contact with them or this may prolong the process.

Selection Criteria

- Positive Identification for Applicant/s (100 Points)
- Financial Capacity of the Applicant, (rent needs to be no more than 30% of income)
- Information provided by a commercial reference database (TICA)
- Tenancy Record of the Applicant or proof of their previous living arrangements (Previous Lessors)
- References the applicant can provide (at least two)
- Attitude towards renting

Application Processing Time Frame

Upon submitting a fully completed application form, the required time will be 24-48 hours. We will phone you once your application has been processed, so please ensure that you provide us with all your contact details so that we can communicate with you quickly.

If your application is unsuccessful, we will dispose of the form appropriately.

Successful Applications

If the lessor has approved the application, we will phone you and make an appointment for all interested parties to come into the office to secure the premises. We ask that you pay the first week's rent and the Form 17a (Information Statement) and the Form 18a (Lease Agreement) will be provided to you at this time before we arrange an appointment to sign up. This must be done within 24 hours of approval.

Before the signing of the lease you need to pay a total of 2 weeks rent and 4 weeks rent for the Bond Deposit. Cash or Direct Deposit only, No Cheques or Eftpos.

If you have any questions or require further information, please refer to our property management staff. We are here to help.

One Application to be completed per person

Applicant Details

Full Name:	Date of Birth:
Dependants? YES / NO	Names & Ages:
Total Number of Applicants applying for Property:	
Driver License/Passport Number:	State:
Registration Number for Car/s:	

Contact Details

Current Address:	
Home:	Work:
Mobile:	Email:

Current Agent/Lessor:

Property Manager:

Property:	Rent per week: \$
Period of Occupancy:	Phone: Fax:

Previous Agent/Lessor:

Property Manager:

Property:	Rent per week: \$
Period of Occupancy:	Phone: Fax:

Are you employed? YES / NO Full Time / Part Time / Casual / Centrelink

Occupation:	
Length of Employment:	Nett Weekly Income: \$
Name of Employer:	
Person to Contact:	Phone:
Address of Employer:	
If you are a Student , what university, TAFE or school do you attend?	

Next of Kin (person to call in case of an emergency, not other applicant)

Home:	Work:	Mobile:
Address:		

Personal Referees (not relatives or current employer)

Name:	Contact Number:
Name:	Contact Number:

Pets Type: Quantity:

Please advise the following by circling either YES or NO

Have you ever been evicted by an agent/lessor?	Yes / No
Is there any reason known to you that would affect your ability to rent? If yes...	Yes / No
Was your rental bond at your last address refunded in full? If no please advise what deductions were made from your bond?	Yes / No
Are you in debt to another landlord or agent?	Yes / No

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Applicant Details

Full Name:		Date of Birth:
Dependants? YES / NO	Names & Ages:	
Total Number of Applicants applying for Property:		
Driver License/Passport Number:	State:	
Registration Number for Car/s:		

Contact Details

Current Address:	
Home:	Work:
Mobile:	Email:

Current Agent/Lessor:

Property Manager:

Address:	Rent per week: \$
Period of Occupancy:	Phone: Fax:

Previous Agent/Lessor:

Property Manager:

Address:	Rent per week: \$
Period of Occupancy:	Phone: Fax:

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100 Points of ID

You are required to meet a 100 Point identification criterion upon submission of your application, including at least one form of photo ID, and the agent/lessor may photo copy and item and retain as part of your application.

40 Points: Drivers License, Passport, 18+ Card, Photo ID, Birth Certificate,

30 Points: Bank Statement, last four rent receipts, tenant ledger recent utility accounts e.g. phone

10 Points: Medicare Card, Motor Vehicle Registration Cert., Credit Card

You are also required to supply the agent/lessor with proof of income upon submission of your application

Employed: Last two pay slips

Self Employed: Bank Statements, Group Certificate, or Accountants Letter

Not employed: Centrelink Statement



Upon application, Chris Gay Real Estate would like to make you aware of the following Special Conditions that form part of any Lease Agreement you may enter into with our agency.

Please see Special Conditions Listed Below:

RENT

* Rent is to be kept one (1) week in advance at all times

VACATING

* Tenant must always give two (2) weeks' notice in writing of their intention to leave the premises

* If the tenant/s wish to move out of the property before lease expires, rent must be paid until the lease expires or a new tenant has signed lease. If a new tenant is found prior to the expiry of the lease, the tenants must pay rent up until the date the new tenants move into the property, and the original tenant also agrees to pay the equivalent of one (1) weeks rent + GST as a break lease fee, plus cost to advertise to find the new tenant.

* Upon vacating, if the premises are still in an unsatisfactory condition after Chris Gay Real Estate property managers have conducted two (2) vacating inspections, then the tenant agrees that professional cleaners will be engaged at the tenant's expense to clean the premise as per the cleaning list given to the tenant.

SMOKE ALARMS

* The tenant/s are to maintain the smoke alarms to the standard to which they were installed. The tenants should also test the alarms once a month, by operating the test button and the batteries are to be replaced at least once a year and upon vacating.

LIGHT GLOBES

* All light globe replacements during the tenancy and at the end of the tenancy are the tenant's responsibility.

AIR-CONDITIONERS

* The tenant/s agrees to clean the air-conditioner filter/s every three (3) months.

SMOKING

* No Smoking by any tenant or guest is permitted in the indoor areas of the premises.

GARDENS

* Tenant is responsible for the upkeep of lawns & gardens adjacent to your unit & share in the upkeep of the common area

WATER SERVICE CHARGE

* Where the premises are individually metered or water delivered by vehicle, if during any period of the tenancy the premises are water efficient the tenant will, upon receiving notification from the lessor, together with a meter reading, be responsible for payment of 100% of the water consumption charge.

* For any period of the tenancy during which the premises are not water efficient, the tenant will have an allowance of 200 kilolitres per annum, any above the allowance will be billed to the tenant.

PETS

* The tenants accept full responsibility for ensuring that the pet does not disturb or harm neighbouring occupants, nor damage the premises or the property of others, nor prevent lawful access to the premises. Any damage done to the property is to be fixed by the tenant.

* The tenants are responsible for complying with all terms of the tenancy agreement and with all council and state legislation in relation to the keeping of animals.

* The tenants ensure that the pet is housed in a hygienic manner that will not attract vermin, nor cause offensive odours or property deterioration and that pet waste is to be disposed of appropriately.

* It is the tenant's responsibility to ensure fencing to contain dogs meets local council requirements and that in accordance with clause 24 of the standard terms, where the tenant is permitted in accordance with items 16.1 & 16.2 to keep pets on the premises, the lessor requires and the tenant agrees such pets will not be allowed in any of the indoor areas of the premises.

* As a pet has been permitted in the property the property must be treated internally & externally for fleas and deodorised upon vacating & receipt handed in with keys, any holes dug must be filled & on vacating gardens must be returned to the condition they were in when you moved in. Dog droppings must be cleaned up regularly.

POOLS/SPAS

* Pool/spa chemicals are to be charged to the tenants at cost

* The parties acknowledge the lessor has, prior to commencement of the tenancy provided:

- (1) full details of pool maintenance requirements
- (2) a pool condition report
- (3) at a pool handover appointment, details of pool usage and maintenance

*During the term of the tenancy, the tenant is responsible for:

- (1) cleaning filter baskets
- (2) maintaining required water levels
- (3) removing vegetation and other rubbish from the pool
- (4) maintaining the pool water condition
- (5) advising the agency immediately of any problem noted

*The tenant will be responsible for payment of all chemicals and regular servicing

*Immediately prior to the end of the term of the tenancy the tenant will provide to the lessor:

- (1) opportunity to inspect the pool; and/ or
- (2) a pool condition report completed by a professional pool service company.

*The tenant is to return the pool in good order and condition as at the beginning of the tenancy.

*The lessor is responsible for replacement or repair of pool and pool equipment resulting from general wear and tear and for reasons beyond the tenant's control and responsibility however, the tenant will be responsible for any damage or want of repair arising from the tenant's failure to comply with its obligations.

*If the tenant does not maintain the pool and pool equipment to the satisfaction of the lessor acting reasonably, the lessor may arrange for suitable pool and equipment maintenance, the cost of which shall be recoverable by the lessor from the tenant.

CLEANING

(1) Tenant to Professionally Clean Premises

(1.1) The tenant shall upon vacation arrange for the premises to be professionally cleaned to the reasonable satisfaction of the Landlord or the Landlord's agent.

(1.2) In the event that the Tenant does not comply with the preceding special condition, the Landlord shall be entitled to have the premises professionally cleaned and to deduct the costs thereof from the tenants bond.

(2) Tenant to Clean Paths and Driveway/s

(2.1) The tenant shall upon vacation clean all paths and driveways by use of a pressure cleaner to the reasonable satisfaction of the Landlord or the Landlord's agent.

(2.2) In the event that the Tenant does not comply with the preceding special condition, the Landlord shall be entitled to have all paths and driveways professionally cleaned and to deduct the costs thereof from the tenants bond.

Signed by all applicants:

Signed: _____ Print Name: _____

Signed: _____ Print Name: _____

Signed: _____ Print Name: _____

Signed: _____ Print Name: _____

Solosail Pty Ltd ABN 61 011 030 943 Trading as Chris Gay Real Estate

PO Box 430W, Westcourt 4870 Unit 3/161 Aumuller Street Westcourt Cairns Qld 4870

Telephone: (07) 4031 3913 Facsimile: (07) 4031 3914 Email: info@chrisgayre.com.au

Website: www.chrisgayre.com.au

Privacy Notice and Consent

<p>Consent</p> <p>I, _____ / _____ (Full name)</p> <p>of _____ (Residential Address)</p> <p>have read and understood the attached information. I authorise employees of Chris Gay Real Estate, and independent contractors of Chris Gay Real Estate including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Chris Gay Real Estate. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Chris Gay Real Estate, Chris Gay Real Estate may be unable to provide the products or services I have requested.</p> <p>Signed _____ / _____</p> <p>Date _____</p> <p>Parent/Guardian Signature (if under 18 years of age)</p>

Privacy

Chris Gay Real Estate Pty Ltd (ACN 011 030 943) trading as Chris Gay Real Estate is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Chris Gay Real Estate's condensed Privacy Notice. Chris Gay Real Estate also has a full Privacy Policy, which contains information about how you can complain about any breach by Chris Gay Real Estate of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.legislation.qld.gov.au.

Information Collection, Use and Disclosure

During the course of your involvement with Chris Gay Real Estate, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;

- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;

- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Chris Gay Real Estate collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Chris Gay Real Estate update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:



PO Box 430W
Westcourt, QLD 4870



(07) 403 13913



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