



## APPLICATION FOR RESIDENTIAL TENANCY

**Property Address:**

**Date Inspected:**

**Thank you for applying for a property through First National Cleveland.**

To ensure your application is processed as quickly as possible we require **100 points of ID** (including at least one form of photo ID), proof of income (payslips, Centrelink statement, income statement) and for the application form to be completed in full with all relevant information, including contact information for employers and references.

If your application **IS NOT** completed in full or you have not supplied 100 points of ID, a form of photo ID or proof of income, we are unable to process your application until this information is received.

**The following forms of ID are accepted:**

Driver's License	40 points	
Passport / Proof of age card	30 points	
Birth Certificate	30 points	
Last two (2) wage slips	20 points	
Bank Statement	20 points	
Phone/Internet/Electricity Account	10 points	
Car Registration (current)	10 points	
Medicare Card	10 points	

**ALL PARTIES AGED 18 OR OVER MUST COMPLETE AN APPLICATION FORM IF WISHING TO RESIDE AT THE PROPERTY**

If you **are not** an Australian permanent resident/citizen or currently employed, a bank statement will be required as proof you are able to support the tenancy.

If your application is successful, we require the first **TWO (2) WEEKS** rent to be paid within 24 hours of approval to secure the property. This payment is **NON-REFUNDABLE** should you wish to not proceed with the tenancy.

**PLEASE NOTE:** The following payment options for the first two (2) weeks rent are accepted:

**BANK CHEQUE, MONEY ORDER, CREDIT CARD, EFTPOS**

**CASH AND PERSONAL CHEQUES ARE NOT ACCEPTED UNDER ANY CIRCUMSTANCE**



## PRIVACY STATEMENT

The personal information you provide in this application or collected from other sources is needed for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisors, referees, other agents and third-party operators of the tenancy reference databases.

**Your Rights:** You need not give the Agent any of the personal information it requests. However, without this information we may not be able to complete the application process.

If you would like access to the personal information First National Cleveland holds, you can obtain this by visiting us at 29 Middle Street, Cleveland QLD 4163

Phone: (07) 3286 6644, Fax (07) 3286 6844 or Email: [admin@fncrentals.com.au](mailto:admin@fncrentals.com.au)

The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

## PRIVACY ACKNOWLEDGEMENT

I/We authorise you to give information to and obtain information from all credit providers, employment providers and references named in this application. I/We confirm that I/we have read and understand the Privacy Policy that the Lessor/Agent has made available to me/us. I/We have been advised that a Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental Bond Authority

**Signed by the applicant:**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE



**APPLICANT ONE (1) DETAILS:**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers Lic No: \_\_\_\_\_ Passport No: \_\_\_\_\_

**Smoker / Non Smoker (please circle)**

**Contact Details:**

Mobile No: \_\_\_\_\_ Home No: \_\_\_\_\_

Work No: \_\_\_\_\_ Email: \_\_\_\_\_

**Current Address:** \_\_\_\_\_

Rent / Mortgage Per Week: \$ \_\_\_\_\_ Occupancy Period: \_\_\_\_\_

Owned / Rented / Family / Boarding

Lessor / Rental Agency / Selling Agent: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Rent / Mortgage Per Week: \$ \_\_\_\_\_ Occupancy Period: \_\_\_\_\_

Owned / Rented / Family / Boarding

Lessor / Rental Agency / Selling Agent: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Occupation of Applicant:** \_\_\_\_\_ Net Income (per week): \_\_\_\_\_

Employer: \_\_\_\_\_ Payroll Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Employment Period: \_\_\_\_\_ Full Time / Part Time / Casual

Other Income (ie. Centrelink): \_\_\_\_\_ Net Income (per week): \_\_\_\_\_

**SELF EMPLOYED (if applicable):** Business Name & Industry: \_\_\_\_\_

ABN: \_\_\_\_\_ Accountant Name/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Net Salary (per week): \_\_\_\_\_

**Personal Referee 1 (NOT RELATIVES):** \_\_\_\_\_ Phone: \_\_\_\_\_

**Personal Referee 2 (NOT RELATIVES):** \_\_\_\_\_ Phone: \_\_\_\_\_

**Business References (If Applicable)** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Relative in case of Emergency (MUST NOT be living with you):** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Relationship: \_\_\_\_\_



**APPLICANT TWO (2) DETAILS:**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers Lic No: \_\_\_\_\_ Passport No: \_\_\_\_\_

**Smoker / Non Smoker (please circle)**

**Contact Details:**

Mobile No: \_\_\_\_\_ Home No: \_\_\_\_\_

Work No: \_\_\_\_\_ Email: \_\_\_\_\_

**Current Address:** \_\_\_\_\_

Rent / Mortgage Per Week: \$\_\_\_\_\_ Occupancy Period: \_\_\_\_\_

Owned / Rented

Lessor / Rental Agency / Selling Agent: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Rent / Mortgage Per Week: \$\_\_\_\_\_ Occupancy Period: \_\_\_\_\_

Owned / Rented Lessor / Rental Agency / Selling Agent: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Occupation of Applicant:** \_\_\_\_\_ Net Income (per week): \_\_\_\_\_

Employer: \_\_\_\_\_ Payroll Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Employment Period: \_\_\_\_\_ Full Time / Part Time / Casual

Other Income (ie. Centrelink): \_\_\_\_\_ Net Income (per week): \_\_\_\_\_

**SELF EMPLOYED (if applicable):** Business Name & Industry: \_\_\_\_\_

ABN: \_\_\_\_\_ Accountant Name/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Net Salary (per week): \_\_\_\_\_

**Personal Referee 1 (NOT RELATIVES):** \_\_\_\_\_ Phone: \_\_\_\_\_

**Personal Referee 2 (NOT RELATIVES):** \_\_\_\_\_ Phone: \_\_\_\_\_

**Business References (If Applicable)** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Relative in case of Emergency (MUST NOT be living with you):** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Relationship: \_\_\_\_\_



**APPLICATION FOR RESIDENTIAL TENANCY (CONT.)**

**ADDITIONAL INFORMATION REQUIRED:**

Pets: Yes / No *if yes pet application on next page MUST be completed*

Number of vehicles to be kept at property: \_\_\_\_\_ Type/s: \_\_\_\_\_

**Full Name and Date of Birth of ALL to Reside at the Property:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please answer the below honestly (please circle):**

- 1. Have you ever been evicted by a landlord / agent / mortgagee Yes / No  
If YES please give details: \_\_\_\_\_
- 2. Have you ever been refused a property by another agent Yes / No  
If YES please give details: \_\_\_\_\_
- 3. Are you, or have you ever been in debt to another agent? Yes / No  
If YES please give details: \_\_\_\_\_
- 4. Is there any reason you would not be able to pay the rent? Yes / No  
If YES please give details: \_\_\_\_\_
- 5. Have you ever received any deductions from your bond? Yes / No  
If YES please give details: \_\_\_\_\_

I/We, the Applicant declare that the above information is true and correct and that I/We have supplied this information of my/our own free will. I/WE HEREBY AUTHORISE the Letting Agent to conduct any and all enquiries and/or searches required to verify the information contained in this application.

I/We, the Applicant declare that I/We am not an undischarged bankrupt.

I/We have inspected the abovementioned premises and wish to take the tenancy of the premises for a period of months at a weekly rental cost of \$\_\_\_\_\_ and bond of \$\_\_\_\_\_ and that the rental amount is within my means.

I/We wish to commence the tenancy on \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_ months.

I/We understand and acknowledge that the bond must be paid and cleared in the agents trust account prior to collecting keys. If this does not occur, I/we understand that the agent may not allow possession of the property until these funds have been received.

I/We acknowledge that First National Cleveland has supplied me/us with a copy of the Form 18a (General Tenancy Agreement) at the time of application submission.

I/We acknowledge that the first TWO (2) weeks rent is payable by the nominated means on the front of this form within 24 hours of acceptance.

I/We will inform First National Cleveland within the allocated 24-hour time frame if we will not be continuing with our application and wish to withdraw from the property.

I/We understand this may cause me/us to lose the property as another applicant may be approved.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**



**PET APPLICATION AND AGREEMENT**

Property: \_\_\_\_\_

Applicant/s Full Name/s: \_\_\_\_\_

**Pet Type, Name, Age:**

Dog / Cat/ Bird / Fish / Reptile Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Dog / Cat/ Bird / Fish / Reptile Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Dog / Cat/ Bird / Fish / Reptile Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Other Pet Type, name, breed/species, age: \_\_\_\_\_

Where will the pet/s be kept: Indoors / Outdoors / Other : \_\_\_\_\_

**Pets Emergency Carer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**A CURRENT PHOTO OF ALL PETS MUST BE SUPPLIED WITH THIS APPLICATION**

Is the pet desexed: Yes / No

Is the pet registered with Council: Yes / No

**Should approval be given for tenancy at the above property, the applicant agrees to the following:**

1. The pet must remain outside at all times unless approved by the owner
2. The tenant/s agree and acknowledge as they were permitted have a pet at the premises they will, upon vacating and at any other time in the tenancy if required, have a flea treatment completed by a registered company, at the property if keeping dogs or cats. If keeping birds, a lice treatment will be required. A receipt if required upon completion.
3. The tenant/s agree to remove any pet droppings from the property on a minimum weekly basis.
4. The tenant/s agree the pet will be registered in accordance with local council laws and will be kept in a fenced area or restrained accordingly and will not cause a disruption to neighbours.
5. The tenant/s pet/s are not registered as dangerous or menacing animals.
6. The tenant/s hereby indemnify the agent / landlord from any injuries, damage, loss, costs or other expenses, whether caused directly or indirectly from the tenants' pet, on the property or if the pet escapes the property.
7. The tenant acknowledges that no other pets other than the approved are to be kept on the premises at any time without the written permission of the landlord / agent.
8. The tenant agrees that any damage caused by the pet will be rectified immediately at the tenant's cost.
9. The tenant agrees that if they have a fish tank, any spillage or damage caused by the fish tank is the tenants' responsibility to rectify. This will be done at the tenants' cost.

**The tenant understands that failure to comply with these terms can result in permission for keeping of pets to be revoked at any time and may also be grounds for further action.**

**Signed by the applicant:**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE



RENT COLLECTION



The Applicant/s understands that the preferred rental payment method is a set and forget Direct Debit via SimpleRent.

Upon approval of the Tenancy Application you will have the option to pay the rent via easy credit card deductions or weekly direct debit from your Bank Account.

Its that Simple!

You will also receive access to the **SimpleDiscounts** rewards program that will save you **3% to >20% off** over 22 National retailers and a host of other local businesses.

I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online

I acknowledge

I acknowledge that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit.

I acknowledge

I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit set up

\$2.20, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%).

I acknowledge

Failed payments \$12.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary.

I acknowledge

I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.

I acknowledge

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



PH: 1300 554 323 | Fax: 1300 889 598  
[info@connectnow.com.au](mailto:info@connectnow.com.au)  
[connectnow.com.au](http://connectnow.com.au)

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:** Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

YES I accept the Terms. Please call me to connect my new home services

Signed \_\_\_\_\_ Date \_\_\_\_\_ PM ID: \_\_\_\_\_