

Tenancy Application Form

Our Agency welcomes your application; please read the following information carefully before proceeding as providing all supporting documents will assist our application being processed promptly.

- One application is to be completed per person over the age of 18 years old.
- All applications require **100 points for each applicant and MUST include one Photo identification + last 3 months' of bank statements (Everyday Accounts & Savings Accounts) + proof of income**

Proof of Income (30 pts)

Select 2 of the below

Bank Statements (last 3mths)

2 Current Payslips

Current Centrelink Statement

Proof of Identity (30 pts)

Select 1 of the below

Driver's License

Passport

Birth Certificate + Photo ID

Supporting Documentation (10 pts)

Select 1 of the below

Car Registration

Medicare Card

Bank Card

Office Use Only

ID Checked By: _____

Date: _____

Privacy 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 is true and correct and given of my own free will. I declare that I am not bankrupt.

I authorise the agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer;
- (c) Any record listing or database of defaults by tenants

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

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organisations.

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)

I am aware that if 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.

Applicant: _____

Signature: _____ Date: _____

Tenancy Application Form

Property Details

Rental Property Address: _____

Length Of Tenancy Required: _____ Commencement Date: _____

Applicant's Details

Name: _____ Date of Birth: _____

Current Address: _____

Length of Tenancy: _____ Home Owner / Renter: \$ _____ p/w

Agent Private Landlord Friend Family Member Boarder

Agency/ Landlord: _____ Contact No.: _____

Reason for Relocating: _____

How Many Occupants Will Occupy The Property? Adults: _____ Children: _____ Ages: _____

Email Address: _____

Mobile No.: _____ Home No.: _____ Work No.: _____

Do You Own Pets: YES / NO If YES Please Provide Details Below:

Type: _____ Breed: _____ Registered: YES / NO

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Inside / Outside Pet/s?: _____ Smoker: YES / NO Do You Own a Lawnmower: YES / NO

Income Details

Are You Currently Employed: YES / NO Are You?: Full Time / Part Time / Casual _____ Hrs/Wk

Nett Weekly Income: \$ _____ p/w Your Position: _____

Company: _____ Length Of Employment: _____

Employer's Name: _____ Contact Number: _____

Previous Employment: _____ Were You?: Full Time / Part Time / Casual _____ Hrs/Wk

Are you still employed (second job) or is this your previous employment?: _____

Nett Weekly Income: \$ _____ p/w Your Position: _____

Company: _____ Length Of Employment: _____

Employer's Name: _____ Contact Number: _____

Do You Receive Centrelink Payments: YES / NO Total Fortnightly Payment: \$ _____

Type Of Payment: _____

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Rental History

Previous

Agent Private Landlord Friend Family Member Boarder

Agency/ Landlord: _____ Contact No.: _____

Property Address: _____

Rent p/week: _____ Period Rented: _____

Reason For Vacating: _____

References - Please provide the details of 2 personal references who are **not directly related to you**.

1. Name: _____ Contact No.: _____

Relationship: _____

2. Name: _____ Contact No.: _____

Relationship: _____

Additional Information

- Our Agency will endeavour to process your application as soon as possible and contact you on the success of your application. Should your application be unsuccessful, our Agency staff are **NOT** required or obligated to disclose the reason for the rejection of the application unless the applicant is declined as a result of being listed with a tenancy database.
- On approval you will be required to pay a holding deposit equivalent to one weeks rent. The holding fee will then be credited at the commencement of the tenancy. The property will be removed from all advertising and held until lease agreement is completed. Should either party decline to enter into an agreement (due to false/misleading information or material facts) the holding deposit shall be refunded in full. However should you change your mind the landlord may withhold the deposit as compensation.
- At the commencement of the tenancy you are required to pay two weeks rent upfront and BOND equivalent to four weeks rent. The keys will not be given out until all ingoing monies are paid in full.
- The lease holder/s must be present on the day to sign the lease.

It is tenant's responsibility to arrange all utility connections to the property including electricity, gas, internet & phone. ** All connection costs are tenant's responsibility.