

# TENANCY APPLICATION FORM

**Proposed Property** ..... **Rent per Week \$** .....

**Term** 6 months / 12 months (please circle) **Tenancy to Commence** ..... / ..... / 20.....

**Number of people occupying property** Adults ..... Children (under 16) .....

**Do you have any pets?** YES NO If so, what breed? .....

## APPLICANT NUMBER 1

Mr/Mrs/Ms/Dr Family/Surname .....

First Name..... Middle Name .....

Date of Birth ..... /..... /..... Age .....

Marital Status .....

Driver's Licence No ..... State .....

and/or Passport No .....

18+ ID Card No .....

Vehicle Registration & State .....

Make & Model .....

Current Address .....

..... Postcode .....

Home PH .....

Work PH.....

Mobile PH .....

Email Address .....

## APPLICANT NUMBER 2

Mr/Mrs/Ms/Dr Family/Surname .....

First Name..... Middle Name .....

Date of Birth ..... /..... /..... Age .....

Marital Status .....

Driver's Licence No ..... State .....

and/or Passport No .....

18+ ID Card No .....

Vehicle Registration & State .....

Make & Model .....

Current Address .....

..... Postcode .....

Home PH .....

Work PH.....

Mobile PH .....

Email Address .....

## APPLICANT'S SIGNATURE

Signed .....

Date ..... /..... /.....

*I declare that the information given on this application is true and correct to the best of my knowledge.*

## APPLICANT'S SIGNATURE

Signed .....

Date ..... /..... /.....

*I declare that the information given on this application is true and correct to the best of my knowledge.*

## ATTACH COPIES WITH APPLICATION, A MINIMUM OF 100 POINTS

- Drivers Licence 50 points
- Passport 50 points
- Last 4 Rent Receipts 40 points
- Group Certificate 40 points
- Photo ID 30 points
- Medicare Card 20 points
- Centrelink Statements 20 points
- Min 2 Refs from prev LL/Agent 20 points
- Current Car/Bike Rego Papers 10 points
- Copy of Phone, Gas, Power A/C 10 points ea
- Copy of Birth Certificate 10 points

- Drivers Licence 50 points
- Passport 50 points
- Last 4 Rent Receipts 40 points
- Group Certificate 40 points
- Photo ID 30 points
- Medicare Card 20 points
- Centrelink Statements 20 points
- Min 2 Refs from prev LL/Agent 20 points
- Current Car/Bike Rego Papers 10 points
- Copy of Phone, Gas, Power A/C 10 points ea
- Copy of Birth Certificate 10 points

## APPLICANT NUMBER 1

### EMPLOYMENT DETAILS

Employer's Name .....

Occupation .....

Address .....

..... Postcode .....

Supervisor .....

Contact Phone .....

Email .....

Length of Employment ..... yrs ..... mths

Weekly Income (net) \$ .....

*Please notify references that we may contact them*

#### If employed for less than 6 months:

Previous Employer's Name .....

Position Held .....

Supervisor ..... PH .....

Email .....

Length of Employment ..... yrs ..... mths

### IF YOU ARE SELF-EMPLOYED

Name of Business .....

ABN/ACN .....

Industry .....

Address .....

..... Postcode .....

Personal net income/week .....

Name of Accountant .....

Phone .....

How long in this business .....

Landlord/agent for business premises .....

Agent's phone .....

Rent per week/annum \$ .....

Lease terms .....

*\*\* Please provide copy of Group Certificate*

### IF YOU RECEIVE A CENTRELINK PAYMENT

Type of payment .....

Customer Reference Number (CRN) .....

## APPLICANT NUMBER 2

### EMPLOYMENT DETAILS

Employer's Name .....

Occupation .....

Address .....

..... Postcode .....

Supervisor .....

Contact Phone .....

Email .....

Length of Employment ..... yrs ..... mths

Weekly Income (net) \$ .....

*Please notify references that we may contact them*

#### If employed for less than 6 months:

Previous Employer's Name .....

Position Held .....

Supervisor ..... PH .....

Email .....

Length of Employment ..... yrs ..... mths

### IF YOU ARE SELF-EMPLOYED

Name of Business .....

ABN/ACN .....

Industry .....

Address .....

..... Postcode .....

Personal net income/week .....

Name of Accountant .....

Phone .....

How long in this business .....

Landlord/agent for business premises .....

Agent's phone .....

Rent per week/annum \$ .....

Lease terms .....

*\*\* Please provide copy of Group Certificate*

### IF YOU RECEIVE A CENTRELINK PAYMENT

Type of payment .....

Customer Reference Number (CRN) .....

APPLICANT NUMBER 1

IF YOU ARE A STUDENT

Name of University/TAFE .....
Faculty/Department .....
Campus Contact .....PH .....
Length of Course .....F/T or P/T
How long remaining .....
Student ID Number .....
Income Support .....
Net Weekly Income .....

YOUR RENTAL HISTORY

CURRENT LANDLORD/AGENT

Name .....
Property Manager .....
Contact Phone .....
Email .....
Property Address .....
Rent per week \$ .....
Period of time rented .....
Reason for leaving .....
Notice given .....

PREVIOUS LANDLORD/AGENT

Name .....
Property Manager .....
Contact Phone .....
Email .....
Property Address .....
Rent per week \$ .....
Period of time rented .....
Date vacated .....
Was your bond refunded in full? .....
If not, why? .....

APPLICANT NUMBER 2

IF YOU ARE A STUDENT

Name of University/TAFE .....
Faculty/Department .....
Campus Contact .....PH .....
Length of Course .....F/T or P/T
How long remaining .....
Student ID Number .....
Income Support .....
Net Weekly Income .....

YOUR RENTAL HISTORY

CURRENT LANDLORD/AGENT

Name .....
Property Manager .....
Contact Phone .....
Email .....
Property Address .....
Rent per week \$ .....
Period of time rented .....
Reason for leaving .....
Notice given .....

PREVIOUS LANDLORD/AGENT

Name .....
Property Manager .....
Contact Phone .....
Email .....
Property Address .....
Rent per week \$ .....
Period of time rented .....
Date vacated .....
Was your bond refunded in full? .....
If not, why? .....

continued over...

APPLICANT NUMBER 1

APPLICANT NUMBER 2

REFERENCES

References are to be included with your application:

Reference

Name .....
Address .....
Postcode .....
Work Phone .....
Mobile Number .....
Email .....
Relationship .....
Period of time known .....

Reference

Name .....
Address .....
Postcode .....
Work Phone .....
Mobile Number .....
Email .....
Relationship .....
Period of time known .....

Next of Kin/Parent/Guardian

Name .....
Address .....
Postcode .....
Home Phone .....
Work Phone .....
Mobile Number .....
Email .....
Relationship .....
Period of time known (if applicable).....

Next of Kin/Parent/Guardian

Name .....
Address .....
Postcode .....
Home Phone .....
Work Phone .....
Mobile Number .....
Email .....
Relationship .....
Period of time known (if applicable).....

Emergency Contact

Not residing with you & other than next of kin

Name .....
Address .....
Postcode .....
Home Phone .....
Work Phone .....
Mobile Number .....
Email .....
Relationship .....
Period of time known .....

Emergency Contact

Not residing with you & other than next of kin

Name .....
Address .....
Postcode .....
Home Phone .....
Work Phone .....
Mobile Number .....
Email .....
Relationship .....
Period of time known .....

continued over...

## DISCLAIMER / AUTHORITY

I the said applicant(s), do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my/our own free will. I/we further consent to the lessor/agent contacting and or conducting any inquiries and or searches with regard to the information and references supplied in this application.

I the said applicant(s) do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I the said applicant(s) do solemnly and sincerely declare:

1. I have inspected the property located at .....
2. I have of my own accord decided that I wish to rent the aforementioned property commencing ...../...../..... for a period of .....
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ ..... per week and that this rental is within my means to support.
4. (i) I have been informed, understand and agree that the rental for the said property is to be paid every month and is to be one month in advance at all times.  
 (ii) I have been informed, understand and agree that the lessor/Agent will carry out an inspection on the property on a six monthly basis and I further warrant that I/We will cooperate fully to allow this inspection to be carried out on a six monthly basis.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$ ..... and I further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that the full amount of the bond not be paid by the signing tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the FULLY completed Tenancy Application submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs of recovery associated with these proceedings shall be able to be recovered from me.
9. I further consent to the Agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and or damage that occurred or occurs during my period of tenancy.
10. I have been informed, understand and agree that should this application for tenancy not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of the application.
11. I confirm that I have read and understand the Privacy Policy that the lessor/Agent has made available to me.
12. I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act.
13. I have been informed, understand and acknowledge that the Agent has the contact details for the tenancy database/s they use and that the Agent will supply these contact details should I request these details.

### APPLICANT #1

Print Name .....  
 Signature .....  
 Date ..... /..... /.....

### APPLICANT #2

Print Name .....  
 Signature .....  
 Date ..... /..... /.....

**PLEASE NOTE** If your application is approved, we **MUST** receive the bond OR rent within 24 hours paid by Bank Cheque or Money Order. Bond payment payable to the RESIDENTIAL TENANCIES BOND AUTHORITY. **Rent can be paid by EFT.**

## OFFICE USE ONLY

<b>References Checked</b>	<b>Owner Advised</b>	<b>Application Advised</b>	<b>Approved</b> Yes / No
<b>Keys – Landlord/Agent</b>		<b>Details on Computer</b>	
<b>Move in Date</b> .....		<b>Lease</b> 6 / 12 months	
<b>Rent \$</b> .....		<b>Letting Fee \$</b> .....	
<b>Security Deposit \$</b> .....		<b>Water Details</b> .....	