

## SPACE TENANCY APPLICATION FORM

**APPLICATIONS FROM SATURDAY VIEW TIMES MUST BE IN BY 9:00AM MONDAY MORNING  
APPLICATIONS FROM WEEKLY VIEW TIMES MUST BE IN BY 9.00AM THE FOLLOWING MORNING**

Dear Prospective Tenant/s

Thank you for applying for a property through SPACE Property Agents. I understand finding a property can be a stressful experience and my job is to try and make the process as simple as possible.

Now that I have your application I will start processing it.  
Applications are processed Monday to Friday between 8:30am – 5:00pm.

SPACE Property Agents have 5 selection criteria:

- Successful photo identification (18+ Card, Drivers License or Passport)
- Confirmation of previous rental history/property ownership (Ledger or Rates Notice)
- Ability to pay the rent (Payslips, Bank Statement or Employment Contract)
- Attitude to renting
- Successful database check

Points to remember:

- Applications will not be processed unless all information is supplied, including ID.
- Each applicant must complete a separate application form.
- The property will not be held for you until the application has been approved and the first weeks rent has been paid to our office via cheque or money order.

You will be contacted within 24 hours of submitting your application to be informed of the status. In most instances we are able to process applications within 24 hours and will advise you of the outcome by phone. If we are unable to contact all of your referees, this process may take longer.

Please feel free to contact me during the processing stage of the application with any questions or concerns. If and once your application has been approved you will then be assigned a Portfolio Manager as a point of contact for the term of your lease.

**Kind Regards**  
**SPACE Property Agents**



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### OFFICE HOURS

Our office is open Monday to Friday 8:30am – 5:00pm. Saturday 8:30am – 2:00pm.

### PHOTO ID

When handing in your application, you **must** submit a form of photo identification.

### PROCESSING AN APPLICATION

In most instances we are able to process applications within 24 – 48 hours and advise you by phone. If we are unable to contact all of your referees, this process may take longer. (Hint: When renting from a private landlord, let them know to expect a call from us). You will be contacted within 24 – 48 hours of submitting your application to be informed of the status.

### SECURING THE PROPERTY

Be aware that the landlord makes the final decision on the application. If you are successful, you will be required to pay one weeks rent to secure the property. This payment needs to be made via personal cheque, bank cheque or money order. *(NO CASH WILL BE ACCEPTED).*

### COLLECTION OF KEYS

You will need to make an appointment with your new Portfolio Manager to collect keys, finalise payment of monies and sign all documents during the above listed office hours only.

### PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent in advance and 4 weeks bond. If you are relying on a bond through the Department of Housing, please discuss this with our office before signing your tenancy agreement. ***All monies must be paid in full prior to collecting the keys.***

### PAYMENT OF RENT

It is our policy that all rent payments are made via bank cheque, personal cheque, reconnect 1 or money order. This will be discussed in full with you when you sign your tenancy agreement. ***Rent must be kept 2 weeks in advance at all times. Share accommodation please note that full weekly rental payments must be made at all times.***

### SIGNING OF THE TENANCY AGREEMENTS

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys.

### ELECTRICITY CONNECTION/TELEPHONE CONNECTION

It is a tenant/s responsibility to connect the electricity and or gas and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant/s responsibility.

ENERGEX (Electricity/Gas): 131253

ORIGIN (Gas): 132461

### CONDITION REPORTS

At the time of signing your lease and accepting the keys you should also receive a Condition Report. Be very particular on your Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down you may be liable for discrepancies when you vacate.

You must return the Condition Report to our office within 3 working days of the start of your tenancy. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

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How Did You Find Out About This Property?	<input type="checkbox"/> Courier Mail	<input type="checkbox"/> Internet	<input type="checkbox"/> For Lease Board
	<input type="checkbox"/> Referral	<input type="checkbox"/> Local Agent	<input type="checkbox"/> E-mail
	<input type="checkbox"/> Other.....		
Rental Property	Address .....		
Tenancy Requirements	Commencement Date	Length of Tenancy	
Applicant's Full Name and Address	Name .....		
	Address .....		
Personal Details	Drivers Licence No.	Passport No.	
	Expiry Date	Expiry Date	
Current Rental Details	Current Rent \$	How long have you lived there?	
	Agent/Landlord	t (B)	
	Why are you leaving?		
Applicant's Contact Details	t (Home)	t (Work)	
	t (Mobile)	E-Mail	
Previous Rental Details	Address		
	Rent \$	How long did you live there?	
	Agent/Landlord	t (Business)	
	Why did you leave?		
Employment	Current Employer		
	Your Position	Contact Name	
	Length of employment	Full/Part time/Casual	t (Business)
Income Details	Nett Weekly Salary	IF INCOME IS BASED ON AUSTUDY/CENTRELINK BENEFITS YOU ARE REQUIRED TO PROVIDE COPIES OF RELEVANT STATEMENTS	
Student Details	University:	Year:	Course:
Occupancy Details	Total number of Occupants who will live in this property:	Pets <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Number of dependants (if any) :	Type:	
Emergency Contact Details	Name		
	Address	t (Work)	
Personal/Business References (not relatives)	Name	Occupation	t (Work)

# SPACE TENANCY APPLICATION FORM

➤ I have inspected the subject property (internally) and I have decided that I wish to rent the property commencing on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ for a period of \_\_\_\_\_ months.

➤ The rent at which I am applying for the property is \$\_\_\_\_\_ per week. The rental is within my financial capacity.

➤ I agree to pay the following monies at the time of signing the Tenancy Agreement and before the commencement of the Tenancy

Rent – 2 weeks                      \$\_\_\_\_\_

Bond – equal to 4 weeks            \$\_\_\_\_\_

Total – equal to 6 weeks            \$\_\_\_\_\_

Should the above monies not be paid prior to the commencement of the Tenancy, I acknowledge that I will not receive the keys to the subject property.

➤ I agree to pay the above monies and rent payments by “B-Pay” or cheque (personal, bank or money order).

➤ Should my application not be accepted, neither Space Property Agents nor the Lessor are required to disclose or provide any reason for the non acceptance

➤ Once I have been accepted for the rental property, I agree to pay 1 weeks rent of \$\_\_\_\_\_ which will be non-refundable should I decide not to proceed.

In accordance with the Privacy Act, I authorise your agency to disclose personal information provided by myself (as part of the tenancy application) to verify my identity, and to process and evaluate the application. If the application is successful, I understand the personal information collected may be used by your agency and disclosed to third parties (including the property owner, tradespeople, potential buyers of the property etc). I also understand that this information and other relevant personal information collected during the tenancy may be passed onto other property owners, tenancy reference databases and/or other agents in the future.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_