



PROPERTY ADDRESS: _____

PARTICULARS OF APPLICANT(S)

PERSONAL DETAILS

SURNAME: _____ GIVEN NAMES: _____

ADDRESS: _____

DATE OF BIRTH: _____ PHONE Private: _____ Business: _____

DRIVER'S LICENCE NO: _____ CAR REGISTRATION NO: _____

EMAIL ADDRESS: _____

NUMBER OF OCCUPANTS: Adults: _____ Children: _____ (Ages: 1. 2. 3.) PET(S): YES/NO

BANK ACCOUNT NAME: _____

BANK: _____ BSB & ACCOUNT NO. _____

EMPLOYMENT HISTORY (Confirmed)

OCCUPATION: _____ EMPLOYER: _____

BUSINESS ADDRESS: _____

CONTACT PERSON'S NAME: _____ PH: _____ PERIOD EMPLOYED _____

TENANCY HISTORY (Confirmed)

NAME OF LAST OR PRESENT LANDLORD/AGENT: _____

ADDRESS: _____

CONTACT PERSON'S NAME: _____ PHONE: _____

PERIOD OF TENANCY: _____ RENT: \$ _____ per week

PERSONS TO BE NOTIFIED IN AN EMERGENCY:

NAME: _____ PHONE: Home _____ Mobile _____

ADDRESS: _____

NAME: _____ PHONE: Home _____ Mobile _____

ADDRESS: _____

TERMS OF TENANCY:

Period _____ Commencing _____ / _____ / _____ Rental \$ _____ per week payable in advance

Unfurnished/furnished as per attached inventory. Other terms as contained in a residential tenancy agreement to be prepared

First payment of rent in advance	\$.....
Rental Bond	\$.....
Sub Total	\$.....
Reservation fee (see below)	\$.....
Amount payable on signing tenancy agreement	\$.....

NOTICE: Section 42A of the Property, Stock and Business Agents Act 1941 provides that an application to review a statement of claim or itemised account may be made to the Real Estate Services Council within 28 days after the statement of claim or itemised account is served on you.

AUTHORITY BY EACH APPLICANT: I authorise the landlord's agent to check with my employer and my last or present landlord/agent, as to my suitability as a tenant, and to request and receive from other real estate agencies information regarding my previous tenancies.

SIGNATURE(S) OF APPLICANT(S): DATE:/...../.....

NAME OF LANDLORD'S AGENT SIGNATURE OF

AGENT..... DATE: /..... /.....



AUTHORITY BY EACH APPLICANT

I authorise the landlord’s agent

- (a) to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant:
- (b) to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies: and
- (c) to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.

PRIVACY STATEMENT

The agent is committed to the principles of the Privacy Act 1998 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

.....
Signature(s)

.....

Name: _____

Name: _____

TENANCY CRITERIA

In order to process your application, the following information must be attached:

- * PHOTO I.D. - Licence or Passport
- * BANKCARD, MEDICARE / HEALTH CARD
- * PROOF OF CURRENT RESIDENTIAL ADDRESS ie. Last paid bill
- * PROOF OF INCOME ie. Pay slips / Centrelink statement
- * BANK STATEMENT
- * TENANCY LEDGER FROM YOUR CURRENT MANAGING AGENT OR LANDLORD
- * LETTER FROM EMPLOYER
- * LETTER FROM LANDLORD / AGENT

If the tenancy criteria is not met, then the Landlord's agent may choose to NOT process your application or the Landlord may choose NOT to accept your application