

# Tenancy Application Form

**Applicants please note** we are unable to process your application without copies of the following documents:

- 100 points of identification (should include photographic I.D.)
- Proof of income (i.e. 4 most current pay slips, letter of appointment)
- Proof of current address (i.e. copy of lease or rent receipt)

## Property Details:

Property Address:	
Rent Per Week: \$	Preferred Start Date:
No. of people to occupy premises: ( _____ adults, _____ children)	
Pets: Yes/No	Type:

## Applicant Details:

Applicant's Full Name:		
Home Phone:	Work Phone:	Mobile Phone:
Email:		
Date of Birth:	Drivers License No.:	

## Rental History:

Current Address:	
Rent Per Week: \$	Period of occupancy:
Landlord/Agent:	Phone:

Previous Address:	
Rent Per Week: \$	Period of occupancy:
Landlord/Agent:	Phone:

## Employment Details:

Current Occupation:	Remuneration:
Current Employer:	Period of employment:

Previous Occupation:	Remuneration:
Previous Employer:	Period of employment:

## ***P*rivacy Disclosure Statement**

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We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlord or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information that we hold about you by contacting our privacy officer (contactable at our office on 02 9439 3188). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## ***P*rivacy Disclosure Statement For Tenant Related Databases**

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We will disclose your tenancy information to any defaulting database used by this agency as part of the normal processing of your tenancy application.

## ***P*rivacy Consent**

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I the Applicant acknowledge that I have read the Privacy Notice of Location 2065. I authorise Location 2065 to collect information about me from:

1. My previous letting agents and/or Landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me.

I also authorise Location 2065 to disclose any personal defaults by me under the tenancy to which this application relates to any tenant default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Location 2065 to disclose the personal information it collects about me to the owner of the property and to any third parties, including but not limited to valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_

## Reservation Of Premises

Subject to the acceptance of this application and in the consideration of the payment of \$\_\_\_\_\_ the applicant wishes to reserve the premises for 7 days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgement of this application and the receipt of monies.

Should the owner accept this application the reservation fee will be credited towards the rent, however should the application be refused then the fee is fully refundable.

If the applicant advises that he does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.

During the reservation period no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

### The Applicant States That;

- i) The information given in this application is true and correct and this is a fundamental precondition of the owner entering into the Residential Tenancy Agreement.
- ii) He is not bankrupt or insolvent.
- iii) The premises have been inspected and any rental bond and initial payment of rent will be made in cash or bank/building society cheque.

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_

### Tenancy Terms

Period \_\_\_\_\_ Weeks/months, commencing on \_\_\_\_\_

Rent is \_\_\_\_\_ p.w

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond \$ \_\_\_\_\_

Preparation Fee \$ 15.00

Sub total \$ \_\_\_\_\_

Less reservation fee (if applicable) \$ \_\_\_\_\_

Total Amount Payable \$ \_\_\_\_\_

Applicant \_\_\_\_\_ Real Estate Agent \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE:** If you dispute part or all of the amount specified by the Agent in this itemised account, and if you have been unable to resolve the dispute, you may apply to the Consumer, Trader and Tenancy Tribunal for determination of the matter. By law legal action to recover the amount specified in the itemized account cannot commence until 28 days after it has been served on you.