



# Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and copies of all supporting documents are attached. Each applicant must submit an individual form.

## PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Names and ages of all other occupants of the property:	
Have you ever been evicted from a premises?:	
Have you currently in debt to any Landlord or Agent?	

## APPLICANT'S DETAILS

Given Name(s):	Surname:	
Current address:		
Home Phone:	Work Phone:	
Mobile:	Fax:	
Email:	DOB:	
Drivers License No:	State of Issue:	
Pension No (if applicable):	Pension Type:	
Are you a smoker?	YES	NO

## EMERGENCY CONTACT

Given Name(s):	Surname:	
Address:		
Relationship:		
Phone:	Mobile:	Email:

## DETAILS OF PETS

Type:	Breed:	Number:
Council Registration Number:		
Type:	Breed:	Number:
Council Registration Number:		

## CURRENT TENANCY DETAILS

Length of time at current address:	Weekly rent paid:
Reason for leaving:	
Name of Landlord/Agent:	Phone:

## PREVIOUS RENTAL HISTORY 1

Previous address:			
Length of time at above address:	From::	To:	Weekly rent paid:
Name of Landlord/Agent:	Phone:		
Was the bond refunded in full?	Yes <input type="checkbox"/>	No:	<input type="checkbox"/>
If no, please specify reasons why:			

## PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous address:			
Length of time at above address:	From::	To:	Weekly rent paid:
Name of Landlord/Agent:	Phone:		
Was the bond refunded in full?	Yes <input type="checkbox"/>	No:	<input type="checkbox"/>
If no, please specify reasons why:			

## CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employers Address:	
Contact Name (payroll/manager):	Phone:
Mobile:	Email:
Length of employment:	
Net weekly income:	

## SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Address:	
Net weekly income:	

## CURRENT SOURCES OF INCOME (INCLUDING GOVERNMENT BENEFITS)

Income:	Source:
Income:	Source:
Income:	Source:
Income:	Source:

## PREVIOUS EMPLOYMENT DETAILS (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Current Employer:
Employers Address:	
Contact Name (payroll/manager):	Phone:
Mobile:	Email:
Length of employment:	
Net weekly income:	

REFEREES (INCLUDE PERSONAL AND PROFESSIONAL)

Name:

Phone:

Mobile:

Fax:

Email:

Relationship to you:

Name:

Phone:

Mobile:

Fax:

Email:

Relationship to you:

Name:

Phone:

Mobile:

Fax:

Email:

Relationship to you:

ADDITIONAL INFORMATION

Is there any information, you feel may assist your rental application. Leave blank if not applicable.

[Large grey rectangular area for providing additional information]

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT

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 landlords or letting agents, your current or previous 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 owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. 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.

## CONSENT

I the above named applicant do solemnly and sincerely declare that the information i have provided in this application is true and correct and that all of the information was given of my own free will.

I further authorise the real estate agent to contact and or conduct and inquires and or searches, including tenancy databases with regards to the information and references supplied in this application.

I have been informed, understand and agree to the conditions listed below and declare that I have legal capacity to enter into a Tenancy Agreement.

1. The acceptance of this application form is subject to a satisfactory report being obtained from information supplied on this Tenancy Application submitted by me.
2. If this application is not accepted, the agent is not required or obliged to disclose why, or supply and reason for the rejection of this application.
3. I acknowledge that any false or misleading information i provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.
4. This tenancy application, unless accepted, creates no contractual or legal obligations between parties.
5. On acceptance of this application by the landlord being notified to the applicant, verbally or in writing, the applicant will rent the premises from the landlord under a tenancy agreement, pay the bond, establishment fees and rent amounts by a method acceptable to the agent. Such payments to be cleared funds prior to occupancy.
6. I acknowledge that I must understand the Terms and Conditions of the tenancy and sign a Residential Tenancy Agreement before occupancy.
7. I, the applicant, declare not to be bankrupt or insolvent.

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Applicant Name

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Signature

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Date

## OFFICE USE ONLY

### 100 POINT IDENTIFICATION CHECK

Item	<input type="checkbox"/>	Points	Initial	Item	<input type="checkbox"/>	Points	Initial
Drivers License	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Debit/Credit Card	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	

Item	<input type="checkbox"/>	Initial	Item	<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent/Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

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Property Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date