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## RENTAL APPLICATION

1. To process your application you are required to answer all of the questions and produce any relevant documents required to assist in processing this application. Any false or misleading information may jeopardise your application.
2. Completion of this tenancy application form does not constitute an offer or acceptance.
3. Any information provided in your application may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.
4. Upon approval of this application two (2) weeks rent is to be paid to our office by bank cheques, or money order. **NO PERSONAL/BUSINESS CHEQUES ACCEPTED.**
5. Each applicant applying is to provide 100 points of acceptable identification (example below). This application will only proceed when all information is provided.
6. Upon arrival of this application and being notified from Wavecrest Realty, this application is herewith binding to all parties. Please ensure this property suits your needs before applying.
7. Photo ID, medicare card, proof of residence - phone/electricity/bank account and proof of income - payslips/bank statement/Centrelink statement are required before your application can be processed.
8. Please ensure you provide 100 points of identification from the list below for each applicant. Each applicant must provide at least one form of photo ID.

		Applicant 1	Applicant 2
Passport	70 points		
Drivers Licence	40 points		
18+ card	25 points		
Birth Certificate	25 points		
Medicare card	25 points		
Current Car Registration	25 points		
Current Electricity Account	25 points		
Current Phone / Mobile Account	25 points		
Key Card / Credit Card	25 points		
Current Rates Notice	25 points		
Current Bank Statement	25 points		
Current Payslips	25 points		
Current Centrelink Statement	25 points		
Current Rent Receipts	25 points		

PROPERTY TO LEASE: \_\_\_\_\_

APPLICANT 1

PERSONAL DETAILS

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
Car Rego: \_\_\_\_\_ Drivers License no: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_  
Number of Pets: \_\_\_\_\_ Types: \_\_\_\_\_  
Number of cars to be kept at premises: \_\_\_\_\_

PRESENT ADDRESS

Period of Occupancy: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
Name of Agent / Owner: \_\_\_\_\_  
Landlord/Agent Address: \_\_\_\_\_  
Landlord/Agent Contact: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

PREVIOUS ADDRESS

Period of Occupancy: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
Name of Agent / Owner: \_\_\_\_\_  
Landlord/Agent Address: \_\_\_\_\_  
Landlord/Agent Contact: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

EMPLOYMENT HISTORY

Your Occupation: \_\_\_\_\_  
Employer's Name/ Centrelink Details/Business Name & ABN if Self Employed: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_  
Nature of Employment: Full-time/Part-time/Casual  
Weekly Salary/Income: \_\_\_\_\_  
If Self Employed please provide:  
Accountants Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PERSONAL REFEREES

1. \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Phone: \_\_\_\_\_

EMERGENCY CONTACT

1. \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICANT 2

## PERSONAL DETAILS

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
Car Rego: \_\_\_\_\_ Drivers License no: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_  
Number of Pets: \_\_\_\_\_ Types: \_\_\_\_\_  
Number of cars to be kept at premises: \_\_\_\_\_

## PRESENT ADDRESS

Period of Occupancy: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
Name of Agent / Owner: \_\_\_\_\_  
Landlord/Agent Address: \_\_\_\_\_  
Landlord/Agent Contact: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## PREVIOUS ADDRESS

Period of Occupancy: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
Name of Agent / Owner: \_\_\_\_\_  
Landlord/Agent Address: \_\_\_\_\_  
Landlord/Agent Contact: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## EMPLOYMENT HISTORY

Your Occupation: \_\_\_\_\_  
Employer's Name/ Centrelink Details/Business Name & ABN if Self Employed: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_  
Nature of Employment: Full-time/Part-time/Casual  
Weekly Salary/Income: \_\_\_\_\_  
If Self Employed please provide:  
Accountants Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## PERSONAL REFEREES

1. \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Phone: \_\_\_\_\_

## EMERGENCY CONTACT

1. \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Phone: \_\_\_\_\_

Please answer the following questions to the best of your ability, as any false information may jeopardise your application.

- 1. Have either applicant been evicted? Yes/No
- 2. Have you ever been or are discharged bankrupt? Yes/No
- 3. Has either applicant had previous applications that were unsuccessful? Yes/No
- 4. Any deductions been made from bonds? Yes/No
- 5. Are either applicant in debt to another agent? Yes/No
- 6. Applicants have inspected property to let Yes/No

Any further information that may support this application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGE PROTECTION PRIVACY AND INFORMATION ACT 1998.**

To enable Wavecrest Realty to process this application for tenancy. I/We applicants for the property to be let authorize Wavecrest Realty to obtain information in relation to my employment, income rental references, T.I.C.A searches and any other searches in relation to this application. I/We do solemnly swear the information provided is true and correct to the best of knowledge. I/We the applicants accept the Property to let and agree to take such tenancy of the such mentioned property. I/We the applicants agree that once this application is accepted this application becomes binding.

I/We the applicants wish to take a tenancy on the said property to let for a period of ..... Months, at a rental of \$..... per week, from the ..... and I/We the applicants agree to pay the Bond amount being equal to 4 weeks rent being \$..... on or before the commencement of our lease and agree to pay 2 weeks rent upon approval of my/our application. I/We also understand that the bond which we pay will be lodged and held by the RTA.

I/We do solemnly declare that the said rental will be paid in accordance with the Agreement which we sign upon acceptance of the said Property.

**Signature of 1<sup>st</sup> Applicant**

**Signature of 2<sup>nd</sup> Applicant**

\_\_\_\_\_

\_\_\_\_\_

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

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

**Please ensure all information contained and documents supplied are true and correct**

### Privacy Consent

(This forms part of this application for tenancy)

I/We the applicant acknowledge and agree that I/We authorise Wavecrest Realty and staff to collect information about me to enable to assess my application for tenancy.

I/We authorise Wavecrest Realty to obtain personal information in relation to my/our employment, my/our income including taxable income, my our rental references from previous Letting Agents and/or private Lessors, and any T.I.C.A (Tenancy Information Centre of Australia) and any other searches to verify the information provided by me/us as applicants. And I/We as applicants authorise Wavecrest Realty to disclose information collected about us to the Owner of the property, even if the owner is interstate, and also refer my details to any financial service, insurance service and utilities.

\_\_\_\_\_  
Applicant one signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Applicant two signature

\_\_\_\_\_  
Full Name

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

TO:..... FAX NO:.....

PROPERTY MANAGER: .....

APPLICANT:.....

ADDRESS:.....

Were they any Form 11's issued? Yes / No If Yes, how many? \_\_\_\_\_  
What for? \_\_\_\_\_

Were there any Form 12's issued? Yes / No If Yes, how many? \_\_\_\_\_  
What for? \_\_\_\_\_

What is/was the weekly rent paid? \_\_\_\_\_

Was rent paid on time? Yes / No  
*Please attach tenant ledger*

How were inspections? Inside: Excellent / Good / Fair / Poor  
Outside: Excellent / Good / Fair / Poor

Were pets kept at the property? Yes / No

Lease start & finish date? \_\_\_\_\_

Has their lease expired? Yes / No When? \_\_\_\_\_

Has notice been given to vacate? Yes / No Why? \_\_\_\_\_

Would you rent to these tenants again? Yes / No