



**ALL APPLICATIONS MUST INCLUDE:**

- PHOTO I.D. (DRIVERS LICENCE OR PASSPORT)       WRITTEN WORK REFERENCE

**TENANCY APPLICATION FORM**

**A. PROPERTY DETAILS**

Property Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Rent per week: \$ \_\_\_\_\_ Lease commencement date: \_\_\_\_\_  
 Lease Term: \_\_\_\_\_ How many occupants: \_\_\_\_\_  
 Any pets: Yes / No      How many: \_\_\_\_\_ Type: \_\_\_\_\_

**B. APPLICANT DETAILS**

Mr / Mrs / Ms / Miss / Other \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Fax number: ( ) \_\_\_\_\_  
 Car Rego: \_\_\_\_\_ Passport number: \_\_\_\_\_  
 Driver's Licence: \_\_\_\_\_ State: \_\_\_\_\_ Expiry: \_\_\_\_\_  
 Next of Kin: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

**C. TENANCY HISTORY**

**Current Address:** \_\_\_\_\_  
 How long were you there? \_\_\_\_\_ Why did you leave? \_\_\_\_\_ Rent PW \$ \_\_\_\_\_  
 Name of Agency / Landlord: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Contact / Agents Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
 How long were you there? \_\_\_\_\_ Why did you leave? \_\_\_\_\_ Rent PW \$ \_\_\_\_\_  
 Name of Agency / Landlord: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Contact / Agents Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**D. OTHER PERSON LIVING WITH YOU NOT ON THE LEASE**

Name: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Length of employment: \_\_\_\_\_

**E. EMPLOYMENT HISTORY**

**Current Employer:** \_\_\_\_\_  
*(If self employed please provide business name, address & business card)*  
 Occupation: \_\_\_\_\_  
 Employers Address: \_\_\_\_\_

**EMPLOYMENT HISTORY (cont.)**

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

Length of employment: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

Occupation: \_\_\_\_\_

Employers Address: \_\_\_\_\_

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

Length of employment: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone number: \_\_\_\_\_

**F. CONTACT / REFERENCES**  
**In case of emergency contact**

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

Relation to you: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Please provide two (2) professional references**

**1<sup>st</sup> Referee Name:** \_\_\_\_\_ Phone number: \_\_\_\_\_

Relation to you: \_\_\_\_\_

**2<sup>nd</sup> Referee Name:** \_\_\_\_\_ Phone number: \_\_\_\_\_

Relation to you: \_\_\_\_\_

**G. DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts specified in cash or bank cheque.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I agree to lease the premises in their present condition as inspected.

I authorise the Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residence; (b) my personal referees and employer/s; (c) any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant; (b) prepare lease/tenancy documents; (c) allow organizations/tradespeople to contact me; (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority; (e) refer to Tribunals/Courts & Statutory Authorities (where applicable); (f) refer to collection agents/lawyers (where applicable).

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

**Note: The supply of a telephone service is a contract between the user and the supplier. The tenant will not take the presence of any telephone or foxtel or other cable to indicate the availability of these services. The tenant must make their own investigations in regard to the availability or otherwise of these services and will make no claim on the landlord for their provision.**

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

**H. RESERVATION**

**Complete this section if you wish to reserve the property for a period of time:**

Reservation Paid: YES / NO Amount Paid: \$ \_\_\_\_\_

**Note:** Whilst it is a requirement that reservation fees are provided in cash, trust accounting law requires that in the event of the application not being successful, the deposit will be returned as a cheque.

The Landlord's Agent undertakes:

- (a) the whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (b) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (c) if a residential tenancy agreement is entered into, the fee is to be contributed towards bond for the premises.

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

**TRA DISCLOSURE**

*I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord /Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). "I have read and I understand the above information"*



Print Name of Tenant .....

Signature of Tenant..... Date.....

*TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.*

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