



Melody Lay
M: 0428 760 634
E: melody.lay@recentral.com.au

39 Cavenagh Street, Darwin NT 0800
P: 08 8943 3000 F: 08 8943 3001
Licensed Real Estate Agent

DATE AND TIME SUBMITTED:
 Date: ____/____/____
 Time: _____am/pm

TENANCY APPLICATION

REAL ESTATE CENTRAL WELCOMES YOUR APPLICATION AND ANY QUERIES YOU MAY HAVE. THE FOLLOWING INFORMATION AND CHECKLIST WILL ASSIST YOU TO COMPLETE THE TENANCY APPLICATION SO THAT IT CAN BE PROCESSED AS QUICKLY AS POSSIBLE. APPLICATIONS THAT ARE NOT COMPLETE AND DO NOT INCLUDE THE FOLLOWING DETAILS WILL NOT BE PROCESSED.

- **Proof of your current income** – i.e. Your most recent payslip or if you are self employed, please provide your accountants details or a copy of your latest tax assessment.
- **Two forms of identification, including at least one of the following** – Drivers licence, passport or photo I.D.
- **If you are a current home owner** and have never rented before, proof of ownership must be provided i.e. a copy of your rates notice.
- **If you are over the age of 18** and will be residing at the property, but do not wish to be on the lease, you must still fill out the application form to be an approved occupant.

The property will remain on the market until a lease has been signed and initial rent and bond have been received.

If your application is successful:

You will be asked to sign a lease within 24 hours, or at another time agreed by both parties. All relevant parties must be present at the time of signing the lease. We do not do lease sign ups on weekends.

At the time of the sign up you must also present your Bond and two weeks rent up front or proof of bank transfer. If you are paying upon signing the tenancy agreement it must be in the form of cheque or money order. We do NOT accept cash or personal cheques. If you are paying by bank transfer we require cleared funds by the move in date.

If your application is not successful:

You will be notified by phone or email and

Your application form will be destroyed

We are most of the time not given a reason as to why you were not successful

Have you applied for any other properties or intend to? – Please tick if applicable

APPLICATION CHECKLIST TO BE COMPLETED BY ALL APPLICANTS

STOP! Before I submit this application, I have

- Inspected the property both internally and externally
- Provided all contact details and documentation for confirmation of income source
- Provided copies of Photo ID
- Read and signed the Privacy Disclosure Statement & Privacy Consent (Highlighted areas)
- Completed all details in full on the application form

Property that you are applying for:		Date property was viewed:
Date Required:	Rental amount:	Length of lease required:
How did you find out about this property?	<input type="checkbox"/> NT News <input type="checkbox"/> Walk In <input type="checkbox"/> Referral <input type="checkbox"/> Internet <input type="checkbox"/> Sign <input type="checkbox"/> Other _____	

Who will occupy the premises? Please tick box or indicate the number of people below: Single <input type="checkbox"/> Couple (Married/Defacto) <input type="checkbox"/> Family _____ people Multi-tenant _____ people		
1. Name:	Age:	Relationship to other lease holders:
2.		
3.		
4.		

APPLICANT 1 DETAILS:

Applicant name:		Date of Birth:
Mobile:	Home:	Work:
Email address:		
Applications pending on other properties? YES / NO		
Do you currently own a property? YES / NO		
Do you smoke? YES / NO		

Please complete your rental history – Please start with your most recent address:

Address	Dates at address	Rental price	Landlord/Agents Name and Phone Number
			Name/Real Estate: Phone: Fax/email:
			Name/Real Estate: Phone: Fax/email:

Please complete your current work details:

Current occupation:	Employer:
Duration of employment:	Salary (must be filled):
Reference contact name:	Reference contact number/email:

APPLICANT 2 DETAILS:

Applicant name:		Date of Birth:
Mobile:	Home:	Work:
Email address:		
Applications pending on other properties? YES / NO		
Do you currently own a property? YES / NO		
Do you smoke? YES / NO		

Please complete your rental history – Please start with your most recent address:

Address	Dates at address	Rental price	Landlord/Agents Name and Phone Number
			Name/Real Estate: Phone: Fax/email:
			Name/Real Estate: Phone: Fax/email:

Please complete your current work details:

Current occupation:	Employer:
Duration of employment:	Salary (must be filled):
Reference contact name:	Reference contact number/email:

APPLICANT 3 DETAILS:

Applicant name:		Date of Birth:
Mobile:	Home:	Work:
Email address:		
Applications pending on other properties? YES / NO		
Do you currently own a property? YES / NO		
Do you smoke? YES / NO		

Please complete your rental history – Please start with your most recent address:

Address	Dates at address	Rental price	Landlord/Agents Name and Phone Number
			Name/Real Estate: Phone Fax/email:
			Name/Real Estate: Phone: Fax/email:

Please complete your current work details:

Current occupation:	Employer:
Duration of employment:	Salary (must be filled):
Reference contact name:	Reference contact number/email:

OTHER INFORMATION:

Pets:

Do you intend to keep pets at the premises? Please circle one: Yes No	If yes, please provide information: Type of animal:	Age:
	Breed:	How Many: Indoor/outdoors:

If you are in the Defence force:

Is the Defence clause applicable to you? – **the defence clause applies to all defence members that allows them to be let out of lease with 28 days notice, should they be posted to another location. A copy of your posting order must be provided.**

Copy of Defence I.D attached -

Emergency contacts for each applicant (Must be somebody not living with you):

Name:	Name:
Email:	Email:
Mobile PH:	Mobile PH:
Work PH:	Work PH:
Relation to applicant 1:	Relation to applicant 2:
Name:	
Email:	
Mobile PH:	
Work PH:	
Relation to applicant 3:	

Declaration:

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent, should this application be accepted by the Landlord.

I acknowledge that this application is subject to the approval of the Owner/Landlord.

I declare that all information contained in this application is true and correct and given of my own free will.

I declare I am not bankrupt.

I authorise the Agent to obtain personal and financial information from:

- (a) The Owner or the Agent of my current and previous residence.
- (b) My personal references and employers
- (c) Any record, listing or database of defaults by tenants and credit defaults

If I default under a rental agreement, the agent may disclose details of such a default to: a tenancy default database,

An agent/landlords or properties I may apply for in the future, collection agents or insurance agents in relation to the defaulted tenancy.

I authorise the Landlord/Agent to disclose my personal information in order to

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organizations /trades people to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) Refer to collection agents/lawyers (where applicable in the future)

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 can not provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above

APPLICANT 1 Sign: _____ **Print:** _____ **Date:** _____

APPLICANT 2 Sign: _____ **Print:** _____ **Date:** _____

APPLICANT 3 Sign: _____ **Print:** _____ **Date:** _____

In accordance with the Privacy Act, I/We authorise the recipient of this fax to give information to Real Estate Central regarding my/our history. I/We understand this information will be used to assess my/our application.

To: _____ Fax: _____

We have received an application from: _____

Property Rented: _____

Period Rented From: / / To / / (if known)

Authorisation by applicants:

Applicant Sign (1): _____ Print: _____

Applicant Sign (2): _____ Print: _____

Applicant Sign (3): _____ Print: _____

If you could please complete the following questions and return by fax to us on (08) 8943 3001 as soon as possible. **PLEASE ALSO ATTACH A RENTAL LEDGER.**

Were the above applicant/s listed as lessee/s Yes / No
Did the tenant/s have a good rental payment history? Yes / No
Comments: _____

What rental was paid at the above property? \$ _____
Were the periodic inspections of a satisfactory standard? Yes / No
Comments: _____

Were there any Remedy Notices issued to the tenant/s? Yes / No
Comments: _____

Were the tenant/s easy to deal with? Yes / No
Comments: _____

Is/Are the Tenant/s breaking their lease? Yes / No

If the Final Inspection has been completed, was it of a satisfactory standard? Yes / No
Comments: _____

Did/Will the tenant/s receive a full Bond Refund? Yes / No
Comments: _____

Would you rent to this tenant/s again? Yes / No

Any additional comments that you think may be helpful? (i.e.: pets, etc...) _____

Thank you for your Time & Assistance

Faxed from Real Estate Central By: _____ Date: _____

Faxed back by: _____ Date: _____