



bellerresidential bellercommercial bellerprojectmarketing

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TENANCY APPLICATION FORM

Proposed property: Rent per week: \$

Term: 6 months / 12 months (please circle)

Tenancy to Commence: / /20

APPLICANT NUMBER 1

APPLICANT NUMBER 2

Title: Family/Surname:
Given Name(s)
Driver's Licence No: State:
Expiry date: Date of Birth:
18+ Card Number:
Car Make & Model:
Car Registration & State:
Current Address:
Postcode:
Home Ph: Work Ph:
Mobile Ph:
Email address:

EMPLOYMENT DETAILS

Employer's Name:
Occupation:
Address:
Ph: Length of employment: yrs. months
Weekly Income (Net): \$
If employed for less than 6 months,
Previous Employer's Name:
Address:
Ph: Length of employment: yrs. months

EMPLOYMENT DETAILS

Employer's Name:
Occupation:
Address:
Ph: Length of employment: yrs. months
Weekly Income (Net): \$
If employed for less than 6 months,
Previous Employer's Name:
Address:
Ph: Length of employment: yrs. months

IF YOU ARE SELF-EMPLOYED

Name of business
ABN:
Industry:
Address:
Personal Net Income/Week:
Name of Accountant:
Accountant's Phone Number:
Period in which business has been in operation:

IF YOU ARE SELF-EMPLOYED

Name of business
ABN:
Industry:
Address:
Personal Net Income/Week:
Name of Accountant:
Accountant's Phone Number:
Period in which business has been in operation:

**IF YOU ARE A STUDENT**

Name of University/TAFE: .....

Location of University/TAFE: .....

Faculty/Department: .....

Student ID Number: .....

Course ID Number: .....

Source of Income: .....

Net Weekly Income: .....

*If your income is sourced through Austudy, please provide a photocopy of your last 3 statements*

Name of University/TAFE: .....

Location of University/TAFE: .....

Faculty/Department: .....

Student ID Number: .....

Course ID Number: .....

Source of Income: .....

Net Weekly Income: .....

*If your income is sourced through Austudy, please provide a photocopy of your last 3 statements*

**IF YOU RECEIVE A CENTRELINK PAYMENT**

Type of payment: .....

Customer Reference Number (CRN): .....

Please provide a photocopy of your last 3 statements

Type of payment: .....

Customer Reference Number (CRN): .....

Please provide a photocopy of your last 3 statements

**RENTAL HISTORY**

**CURRENT LANDLORD/AGENT**

Name: .....

Address rented: .....

Contact Number: ..... Rent paid per week: .....

Period of time rented: ..... Was your bond refunded in full? .....

If Not, why? .....

**PREVIOUS LANDLORD/AGENT**

Name: .....

Address rented: .....

Contact Number: ..... Rent paid per week: .....

Period of time rented: ..... Was your bond refunded in full? .....

If Not, why? .....

**CURRENT LANDLORD/AGENT**

Name: .....

Address rented: .....

Contact Number: ..... Rent paid per week: .....

Period of time rented: ..... Was your bond refunded in full? .....

If Not, why? .....

**PREVIOUS LANDLORD/AGENT**

Name: .....

Address rented: .....

Contact Number: ..... Rent paid per week: .....

Period of time rented: ..... Was your bond refunded in full? .....

If Not, why? .....

**REFERENCES**

**1) Business Reference**

Name: .....

Address: .....

.....

Work Phone: ..... Mobile: .....

Mobile Number: .....

Relationship: .....

Period of time known: .....

**1) Business Reference**

Name: .....

Address: .....

.....

Work Phone: ..... Mobile: .....

Mobile Number: .....

Relationship: .....

.Period of time known: .....

**2) Business Reference**

Name: .....  
Address: .....  
.....  
Work Phone:.....  
Mobile Number:.....  
Relationship:.....  
Period of time known:.....

**2) Business Reference**

Name: .....  
Address: .....  
.....  
Work Phone:.....  
Mobile Number:.....  
Relationship:.....  
Period of time known:.....

**3) Personal Reference**

Name: .....  
Address: .....  
.....  
Work Phone:..... Mobile Number:.....  
Relationship:..... Period of time known (if applicable): .....

**3) Personal Reference**

Name: .....  
Address: .....  
.....  
Work Phone:..... Mobile Number:.....  
Relationship:..... Period of time known:.....

**4) Next of Kin/Parent/Guardian Reference**

Name: .....  
Address: .....  
Work Phone:.....  
Mobile Number:.....  
Relationship:..... Period of time known: .....

**4) Next of Kin/Parent/Guardian Reference**

Name: .....  
Address: .....  
Work Phone:.....  
Mobile Number:.....  
Relationship:..... Period of time know.....

**How many occupants under the age of 18 will be residing with you?**

Please provide their ages: .....

**Smoker** ..... **Non-Smoker**.....

**Do you have any pets?**..... YES / NO (please circle)      **Are they registered?**.....Details:.....

**IDENTIFICATION**

**A minimum of two (2) formal identification documents (photocopies only) are required before the application can be processed: e.g. Drivers Licence, Passport, Birth Certificate, Bank Statement or Current Wage Advice.**

**RENTAL PAYMENT: Direct Debit is the only method for rental payments.**

**WHERE DID YOU FIRST SEE THE RENTAL PROPERTY YOU ARE APPLYING FOR ADVERTISED?**

Internet       Our rental list       For lease Board       Relocation Agent       Other

# DISCLAIMER / AUTHORITY

I the said applicant(s), so solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my/our own free will. I/we further consent to the lessor/agent contacting and or conducting any inquiries and or searches with regard to the information and references supplied in this application.

I the said applicant(s) do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I the said applicant(s) do solemnly and sincerely declare:-

1. I have inspected the property located at.....
2. I have of my own accord decided that I wish to rent the aforementioned property commencing:...../...../..... for a period of.....
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ ..... per week and that this rental is within my means to support.
4. (i) I have been informed, understand and agree that the rental for the said property is to be paid every month and is to be one month in advance at all times.
5. (ii) I have been informed, understand and agree that the lessor/Agent will carry out an inspection on the property on a six monthly basis and I further warrant that I/We will cooperate fully to allow this inspection to be carried out on a six monthly basis
6. I have been informed, understand and agree that the bond for the aforesaid property will be \$ ..... and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
7. I have been informed, understand and agree that the full amount of the bond not be paid by the signing tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising the rental bond for the aforesaid property.
8. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the FULLY completed Tenancy Application submitted by me.
9. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs of recovery associated with these proceedings shall be able to be recovered from me.
10. I further consent to the Agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and or damage that occurred or occurs during my period of tenancy.
11. I have been informed, understand and agree that should this application for tenancy not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of the application.
12. I confirm that I have read and understand the Privacy Policy that the lessor/Agent has made available to me.
13. I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act. The Tenancy Database which may or may be used by Beller Real Estate is National Tenancy Database. You can contact NTD P/L (ABN 65 079 105 025) by telephone 03 9610 4996.
14. I have been informed, understand and acknowledge an administration fee of \$180 +gst applies if a Tenant Transfer is required.
15. I have been informed, understand and acknowledge that the Agent has the contact details for the tenancy database/s they use and that the Agent will supply these contact details should I request these details.
16. The tenant acknowledges the smoking of Cigarettes, Cigars or any other Tabaco is prohibited in the rental premises at the abovementioned address.

## APPLICANT 1

Print Name:.....

Signature: ..... Date:...../...../.....

*I declare that the information given on this application is true and correct to the best of my knowledge.*

## APPLICANT 2

Print Name:.....

Signature: ..... Date:...../...../.....

*I declare that the information given on this application is true and correct to the best of my knowledge*

**Please note:** If your application is approved, we MUST receive the bond OR rent within 24 hours paid by **Bank Cheque** or **Money Order**.

**Bond** payment payable to the **RESIDENTIAL TENANCIES BOND AUTHORITY**. **Rent can be paid by Visa, Bankcard or MasterCard.**

## Additional Comments:

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