

Tenancy Application Form



This application will not be processed until it is filled out completely with copies of all supporting documents attached.

Please read prior to completing your application.

1. The application must be accompanied by relevant supporting documentation.
2. Only Bank Cheque or Money Order made payable to: **LITTLE Real Estate** will be taken as initial payment.
3. If you are approved you will be required to pay bond (equivalent of 4 weeks rent) and the first 2 weeks rent.
4. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.

Rent Payment Options

- Via BPAY from a cheque or savings account 
- Customer Initiated Direct Debit (\$0.85 per transaction)
- By phone or internet with all major credit cards (credit card surcharge fees apply)



Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of documents to meet 100 or more point of ID (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

Supporting Documentation

When submitting an application you must include at least one item from each section per applicant.

Section One

Drivers Licence
Proof of Age Card
Passport

Section Two

Current Pay Slips (minimum of 2)
If new job - Letter of confirmation incl. salary
Statement of Centrelink Entitlements

Section Three

Previous 4 rent receipts (or ledger)
Council Rates
Motor vehicle registration
Bank statement
Utilities or phone account

Address of property you are applying for

Tenancy Requirements

Length of tenancy months Rent \$ per week Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

Do you smoke? Yes / No

Do you own an investment property? Yes / No

Applicant 1

First Name	Last Name	Email	
Phone	Mobile	Date of birth	
Drivers Licence No.	State of issue	Passport No.	Country of issue
Number of vehicles	Car Rego	Any trailers, caravans or boats?	Yes / No

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to you	Contact phone
Address		

Current Address Details If owner occupier include details here.

Current rent / mortgage \$ per week How long have you lived there? years months

Current Address		
Agent / Landlord	Phone	Fax
Email	Reason for leaving	

Was your bond refunded in full? Yes / No If No, please specify _____

Previous Rental Details

Rent \$ per week How long did you live there? years months

Property address		
Agent / Landlord	Phone	Fax

Was your bond repaid in full? Yes / No If No, please specify _____

Current Employment/Self Employed If less than 6 months in current job please also provide previous employment details.

Company Name	Your position
Payroll or Accountant	Payroll/Accountant work phone
Company address	Net income (after tax) \$ <input type="text"/> per wk / fn / mth
Length of employment	Business Type/ABN (if applicable)

Centrelink Benefits Type: \$ per fortnight

Personal Referees

Referees Name	Occupation
Relationship to you	Phone

Applicant 2 (for additional applicants please copy this page)

First Name	Last Name	Email
Phone	Mobile	Date of birth
Drivers Licence No.	State of issue	Passport No. Country of issue
Number of vehicles	Car Rego	Any trailers, caravans or boats? Yes / No

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to you	Contact phone
Address		

Current Address Details (if different from Applicant 1)Current rent \$ per week How long have you lived there? years months

Current Address		
Agent / Landlord	Phone	Fax
Reason for leaving		

Was your bond refunded in full? Yes / No If No, please specify _____

Previous Rental Details (if different from Applicant 1)Rent \$ per week How long did you live there? years months

Property address		
Agent / Landlord	Phone	Fax

Was your bond repaid in full? Yes / No If No, please specify _____

Current Employment/Self Employed If less than 6 months in current job please also provide previous employment details.

Company Name	Your position
Payroll or Accountant	Payroll/Accountant work phone
Company address	Net income (after tax) \$ <input type="text"/> per wk / fn / mth
Length of employment	Business Type/ABN (if applicable)

Centrelink Benefits Type: \$ per fortnight**Personal Referees**

Referees Name	Occupation
Relationship to you	Phone

Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at www.littlerealestate.com.au



Applicant 1 Name: _____ Signature: _____ Date: _____



Applicant 2 Name: _____ Signature: _____ Date: _____



We're committed to making your move, easy and hassle free.
Ensure your utilities are connected when you move in by
ticking the box and signing below.

FREE Utility Connection Service

Direct Connect is a FREE, fast and hassle free service that can help you save time connecting to all the major suppliers of: Electricity, Gas, Phone, Internet, Pay TV, Removalist, Truck Hire, Cleaners (normal service provider charges may apply)

Please tick this box if you would like Direct Connect to contact you.

Terms and Conditions: By filling in this form you are consenting to allow Direct Connect to contact you to arrange your service connection(s). Direct Connect may need to disclose personal information about you to Utility providers to arrange these services. Direct Connect and LITTLE Real Estate do not accept responsibility for any delay or failure to connect/disconnect your services. Direct Connect and your Agent may receive a benefit for arranging your services. Standard connection fees and bonds may apply. Please see the Direct Connect website (www.directconnect.com.au) to view the full terms and conditions.



Signature: _____ Date: _____