

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents are attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property: _____

Lease commencement date: _____ Lease term: _____

Rent per week: _____ Number and type of pets: _____

Names of all other occupants for the property: _____

PERSONAL DETAILS

Given Name(s): _____ Surname: _____

Current Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Fax: _____

Email: _____ Date of Birth: _____

Driver's Licence No: _____ Driver's Licence No: _____

Passport No: _____ Passport Country: _____

NEXT OF KIN

Given Name(s): _____ Surname: _____

Relationship: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

CURRENT TENANCY DETAILS

Length of time at current address: _____ Rent: _____

Reason for Leaving: _____

Name of Landlord / Agent: _____ Phone: _____

PREVIOUS RENTAL HISTORY 1

Previous Address: _____

Length of time at above address: From _____ to _____ Rent Paid: _____

Name of Landlord / Agent: _____ Phone: _____

Was Bond refunded in full? _____ ☐ Yes ☐ No

If No, please specify reasons why: _____

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address: _____

Length of time at above address: From _____ to _____ Rent Paid: _____

Name of Landlord / Agent: _____ Phone: _____

Was Bond refunded in full? _____ ☐ Yes ☐ No

If No, please specify reasons why: _____

CURRENT EMPLOYMENT DETAILS

Occupation: _____ Current Employer: _____

Employer's Address _____

Contact Name (payroll / manager): _____ Contact Number: _____

Length of Employment: _____

Net weekly employment income: _____

SELF EMPLOYMENT DETAILS

Company Name: _____ Business Type: _____

Business Address: _____

Position Held: _____ ABN: _____

Accountant Name: _____ Phone: _____

Accountant Address: _____

Net weekly employment income: _____

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation: _____ Previous Employer: _____

Employer's Address: _____ Contact Number: _____

Contact Name (payroll / manager): _____ Net weekly income: _____

STUDENT INFORMATION

Place of Study: _____ Course Name: _____

Course Length: _____ Enrolment / Student No: _____

Campus Contact: _____ Contact Number: _____

Course Co-ordinator: _____ Contact Number: _____

REFEREES

Business referee: _____ Relationship: _____

Phone: _____ Mobile: _____

Personal referee: _____ Relationship: _____

Phone: _____ Mobile: _____

HOLDING FEE (to be completed for NSW properties only)

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

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received.
The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord.
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant.
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee.
- A Holding Fee should be attributed to rent upon the tenancy commencing.

The Applicant agrees to pay a Holding Fee of \$ _____. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

PRIVACY STATEMENT

We are an independently owned and operated business. We are bound by the national Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords.
2. My personal referees:
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA)

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties - valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name

Signature

Date

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ _____ per week, or \$ _____ rent per calendar month

First payment of rent in advance:	\$ _____
Rental Bond	\$ _____
Tenant's share of cost of preparing tenancy agreement (if applicable)	\$ _____
Subtotal	\$ _____
Less Holding Deposit/Fee (if applicable)	\$ _____
Amount payable upon signing Tenancy Agreement	\$ _____

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness

Applicant Name

Signature

Date

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application.

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Driver's Licence	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>		
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>		
Other Photo ID	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>		
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>		
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>		
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>		

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date