

APPLICATION FOR RESIDENTIAL TENANCY

For your application to be processed, you must answer ALL questions.

Name: _____

Property/ies: _____

Thank you for your interest in our available property/ies. To consider your application, we require you to:

- Fill in COMPLETELY and sign the application form with all relevant information, reference details and all persons wishing to reside clearly indicated;
- Read and sign the Holding Deposit, Privacy Statement, Consent, and Declaration p4-5;
- Each applicant must complete a separate application form, and provide identification as outlined below; and
- All boxes must be ticked and relevant information attached.

INFORMATION REQUIRED	<input checked="" type="checkbox"/>
FULLY COMPLETED APPLICATION FORM NB: no blank spaces – INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED	<input type="checkbox"/>
PHOTO IDENTIFICATION – 1 form required (ie. 18+ Card, Drivers Licence, Uni or TAFE Card, Passport)	<input type="checkbox"/>
PROOF OF INCOME - Wage Slips, Bank Statements, Employee Letter, Centre link) NB: The rent of the property the applicant is applying for must not be more than 30% (or 1/3) of the applicants take home pay.	<input type="checkbox"/>
OTHER IDENTIFICATION – 3 forms required (ie. Birth Certificate, Medicare card, Bank Card, Pensioner Card, Passport, Current Motor Vehicle Registration Papers)	<input type="checkbox"/>
PROOF OF REGULAR HOUSING PAYMENTS (ie. Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)	<input type="checkbox"/>
PROOF OF CURRENT ADDRESS – 2 forms required (ie. Phone Bill, Electricity Account, Lease, Council Rate Notice)	<input type="checkbox"/>
WRITTEN RENTAL OR EMPLOYMENT REFERENCE (ie. Previous Rent Ledgers, Written Reference from Previous Agent/Lessor, Bond Refund History, Written Employer Reference (on letter head)	<input type="checkbox"/>

APPLICATION FOR RESIDENTIAL TENANCY

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:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

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Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

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

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

PERSONAL REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

HOLDING DEPOSIT

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

The Holding Deposit is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Holding Deposit is paid to the Agent (the Holding Period).

The Agent undertakes that:

- No other Holding Deposit has been received for the premises;
- The whole Fee will be refunded if the landlord decides not to enter into a residential tenancy agreement with the Applicant for the premises during the Holding Period;
- The whole Fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant;
- If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Holding Deposit of **\$1week rent**. 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 portion of the Fee representing the rent that would have been paid during the Holding Period (based upon the proposed rent), but must refund the remainder.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

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x	x	
Applicant Name	Signature	Date

PRIVACY STATEMENT

PRIVACY DISCLOSURE 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), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

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.

Where Direct Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Direct Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Direct Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Direct Connect nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with **Direct Connect**. I acknowledge that **Direct Connect**, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the **Direct Connect** service; normal service provider fees or bonds may apply.

x

x

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:

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

First payment of rent in advance:	\$
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Rental Bond	\$
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Subtotal	\$
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Less Holding Deposit	-\$
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Amount payable upon signing Tenancy Agreement:	\$
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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 of the property.

x

x

Applicant Name

Signature

Date