

## Tenancy Application Form

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

### Property Details

Address of property:		
Lease Commencement Date:	Lease Term:	No occupying the property:
How many children:	Children Ages:	No of pets (breeds):

### Personal Details

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

### Next of Kin

Given Names (s):	Surname:	
Relationship:		
Address:		
Mobile:	Home:	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
Name of Landlord/Agent:		Phone:

**Previous Rental History 2**

Previous Address:	
Length of time at above address:	Rent Paid:
Name of Agent/Landlord:	Phone:

**Current Employment**

Occupation	Current Employer:
Employers Address:	
Contact Name (payroll/manager):	Contact Number:
Length of Employment: From	Net weekly income:

**Self-Employment Details**

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Net Income: From	

**Previous Employment**

Occupation:	Previous Employer:
Employers Address:	
Contact Name (payroll/manager):	Contact Number:
Length of Employment: From                      to	Net Income:

**Referees**

Business Referee:	Relationship
Phone:	Mobile:
Personal Referee:	Relationship:
Phone:	Mobile:

**Please answer the following:**

- Have any of your previous tenancies been terminated?                       Yes                       No
- Are you in debt to another lessor or Agent?                       Yes                       No
- Is there an existing reason that may affect your rent payment                       Yes                       No
- If yes, please provide details:

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT OF LORETTO PTY LTD

We are an independently owned and operated business. We are bound by the National Privacy Principals. 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 the landlord'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 (see contact details above). 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.

## PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Loretto Pty Ltd. I authorise Loretto Pty Ltd 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 Loretto Pty Ltd 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 Loretto Pty Ltd to disclose the personal information it collects 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, body corporates, other agents and tenancy default databases.

---

**Tenant Name**

---

**Signature**

---

**Date**

### Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.

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

---

**Tenant Name**

---

**Signature**

---

**Date**

## DECLARATION

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

Rent per week \$

---

First payment of rent in advance: \$

---

Rental Bond: \$

---

Subtotal: \$

---

Less (deduct Reservation / Holding Fee): \$

---

Amount payable on Signing Tenancy Agreement: \$

I acknowledge that this application is subject to the approval of the Investor. 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.

---

**Tenant 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
Drivers Licence	<input type="checkbox"/>	40		Motel Vehicle Registration Certificate	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Telephone Account	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Rental receipts		50	

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**

**PLEASE NOTE**

- PRIOR TO FINAL APPROVAL OF YOUR APPLICATION, THIS OFFICE REQUIRES 100 POINTS OF IDENTIFICATION WHICH INCLUDES PROOF OF INCOME AND PHOTO IDENTIFICATION
- ONCE YOUR APPLICATION HAS BEEN APPROVED YOU WILL NEED TO PAY ONE WEEKS RENT AS A HOLDING DEPOSIT. THIS DEPOSIT IS NON-REFUNDABLE SHOULD YOU DECIDE NOT TO PROCEED WITH THE TENANCY
- BONDS ARE LODGED ONLINE AND YOU WILL BE NOTIFIED WHEN THIS NEEDS TO BE COMPLETED
- THE 2<sup>ND</sup> WEEKS RENT IS REQUIRED TO BE PAID TO OUR TRUST ACCOUNT PRIOR TO THE SIGNING OF THE LEASE AND BEFORE KEYS ARE HANDED OVER
- APPLICANTS ARE REQUIRED TO INSPECT THE PREMISES PRIOR TO AN APPLICATION BEING LODGED

**Property Manager**  
**RAINE & HORNE BYRON BAY**

39 Fletcher Street  
BYRON BAY, NSW 2481

Phone: (02) 6685 6588 Fax: (02) 6685 6249  
Email: rentals@byron.com.au