

Tenancy Application Form

This Application must be accompanied by identification and proof of income. If there is more than one applicant, an additional Application Form is required for each applicant.

PROPERTY ADDRESS										
TENANCY REQUIREMENTS	Length Of Tenancy: 6 months or 12 months Commencement Date: _____ Number of people who will live in the property: _____ Number and ages of children (if any): _____ Rent Amount per week: \$ _____ Pets? YES / NO (circle one) Type: _____									
APPLICANTS FULL NAME & PERSONAL DETAILS	Name: _____ Smoker: YES / NO (circle one) Current Address: _____ Home Phone: _____ Work: _____ Mobile: _____ Email: _____ Date of Birth: _____ Drivers Licence No: _____ Expiry Date: _____ Passport No: _____ Expiry Date: _____									
CURRENT RENTAL DETAILS	How long have you been living at the premises: _____ Current Rent \$ _____ per week / month (circle one) Agent/Landlord: _____ (Ph) _____ Address: _____ Reason for Vacating: _____									
PREVIOUS ADDRESS	Previous Address: _____ How long were you living at the premises: _____ Rent: \$ _____ per week / month (circle one) Agent/Landlord _____ (Ph) _____ Address: _____ Reason for Vacating: _____									
EMPLOYMENT	Current Employer: _____ Address: _____ Office No: _____ Your position: _____ HR/Manager Name: _____ Length of Employment: _____ HR/Manager (Ph): _____ Net monthly income: _____ Fulltime or Part time? (Circle one)									
PREVIOUS EMPLOYMENT	Employer Name: _____ Your position: _____ HR/Manager Name: _____ Length of Employment: _____ HR/Manager (Ph): _____ Net monthly income: _____ Fulltime or Part time? (Circle one)									
EMERGENCY CONTACT DETAILS	Name: _____ Address: _____ Relationship: _____ Ph: _____ Mob: _____ Email: _____									
PERSONAL / BUSINESS REFERENCES (NOT RELATIVES)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Relationship</th> <th style="width: 33%;">Contact Number</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Relationship	Contact Number	_____	_____	_____	_____	_____	_____
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_____	_____	_____								
_____	_____	_____								

YOU WILL NEED TO PROVIDE THE FOLLOWING ITEMS WITH YOUR APPLICATION

- **Copy of photo ID (Driver License or Passport)**
- **3 most recent pay slips**
- **Copy of most recent bank statement**
- **Copy of your current tenant ledger**

I confirm the following:

1. I have physically inspected this property while accompanied by a staff member of this office Yes./ No
2. During my inspection of this property I found it to be in a reasonably clean condition Yes/ No
3. If 'No', I believe that 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.
.....
.....
4. I acknowledge that this an application to rent this property and that my application is subject to the Landlord's approval.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

Holding Deposit

In the event you are successful in your application you may be asked to pay a 1 weeks rent holding deposit, this means:

- (i) The tenant's application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let to another applicant for a minimum period of 7 days, pending the making of a residential tenancy agreement; and
- (iii) If the applicant(s)/prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded if:
 - (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - (b) the agent/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.
 - (c) The landlord decides not enter a lease agreement with the tenant (despite tenants wish to proceed)

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process you application and manage your tenancy.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$ per week/fortnight.

Statement of costs

Rental bond (4 week's rent)	\$
Rent in advance (two week's rent)	\$
Total	\$

Applicant's signature Date: ___/___/___