Tenancy Application Form

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A. RENTAL PROPERTY DETAILS

1. Address of the property that you would like to rent;

If you have a second preference, the address of that property:

2. Lease commencement date

Day   Month   Year

3. Lease Term

Months

B. PERSONAL DETAILS

4. Please give us your details

Mr ☐   Ms ☐   Miss ☐   Mrs. ☐   Other ☐

Surname   Given Name/s

Date of Birth

Driver's license no.   Driver's license state

Passport no.   Passport country

Pension/Centrelink no.(if applicable)   Type of Payment (if applicable)

5. Please provide your contact details

Home Phone no.   Mobile phone no.

Work Phone no.   Fax no.

Email Address

6. How many people will normally occupy the property?

☐ Adults   ☐ Children

Age/s of Children (if applicable)

7. Do you have any pets?

☐ Yes   ☐ No

If so, please provide details of pet/s (type/breed):

1.

2.

8. Car Registration   Year & Model

C. APPLICANT HISTORY

9. What is your current address?

Postcode

10. How long have you lived at your current address?

Years   Months

11. Why are you leaving this address?

12. Agent/Landlord details of this property (If applicable)
Name of landlord or agent

Landlord/agents's phone no   Weekly rent paid

13. What was your previous residential address?

Postcode

14. How long did you live at this address?

Years   Month

15. Agent/Landlord details of this property (if applicable)
Name of Landlord or agent

Landlord/agent's phone no.   Weekly rent paid

Was bond refunded in full?   If not why not?

D. EMPLOYMENT HISTORY

16. Please provide your employment
What is your occupation   Full Time   Part Time   Casual

Employer's name (*inc.accountant if self employed or institution if a student*)

Employer's address

Postcode

Contact Name   Phone no.

Length of employment   Net Weekly Income

Years   Months

17. Please provide your previous employment details
Occupation   Full Time   Part Time   Casual

Employer's name:

Length of employment   Net Weekly Income

Years   Months

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E. EMERGENCY CONTACTS

18. **Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Home phone no

Work Phone no.

Mobile phone no

Please note: We may contact this person to assist you, should your rent fall into arrears

F. REFERENCES

19. **Please provide two personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

G. PAYMENT DETAILS

20. **Property Rental** $ Per week

First payment of rent in advance (2 weeks rent)	$
Rental bond (4 weeks rent)	$
Tenant's share of cost of preparing tenancy agreement	$
Sub Total	$
Less: deduct Reservation Fee (See Below)	$
Amount Payable on signing tenancy agreement (Cash or bank cheque only)	$

H. 100 POINT CHECK

22. **Please provide copies of the following documentation with you application**

A minimum of 100 Check Points is required for each applicant

Points must be made up from each of sections A, B and C.

Please place a tick in the box for the points you are providing

A) Proof of identity

You must provide at least one (1) of the following:

Drivers Licence

Passport

Birth Certificate - Photo ID   **30 Points**

B) Proof of Income

You must provide at least one (1) of the following

Last Pay Advice

Current Centrelink Statement

Current Bank Statement
(must show sufficient funds to meet rental   **30 Points**

C) Other Documentation

You must provide at least 40 points of the following documentation:

Last 2 Rent Receipts	20 Points	
Current Rental Ledger	40 Points	
Two Written References	20 Points	
Current Electricity/Phone Account	10 Points	
Vehicle Registration Papers	10 Points	
Recent Rates Notice	30 Points	

Points Subtotal

TOTAL POINTS (A+B+C)
(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time of have difficulty achieving 100 Check points. Please call us to discuss alternative check that may be conducted

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I. DECLARATION

I confirm the following:

1. I have inspected the property that I am applying for

   ☐ 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 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

   _____

   _____

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 amounts as specified in section G

I acknowledge that this application is subject to the approval of the owner/Landlord. 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 not bankrupt.

I authorise the Agent to obtain personal information from:
(a) The owner or the Agent of my current or previous residence
(b) My personal referees and employer/s;
(c) Any record, listing or database of defaults by tenants;
If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords or properties I may apply for in the future.

I understand that this agent is a member of TICA, NTD and Trading Reference Australia Pty Ltd (TRA) tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organisations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of informtion and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satification of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Agent will use and disclose my personal information in order to
(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow organisations/tradespeople to contact me
(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
(e) refer to Tribunal/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I am aware that if information is not provided or i do not consent to the uses to which personal information is put, the Agent may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

Applicants Signature   **Date**

X _____   _____

Agents Signature   **Date**

_____   _____

J. RESERVATION

Complete this section if wish to reserve the property for a period of time:

RESERVATION FEE

_____ **One (1) weeks' rent**

The Landlord's Agent undertakes:

(a) The premises will not be let during the 7 day Reservation Period.
(b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
(c) the whole fee will refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
(d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder: and
(e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.
(f) The Reservation Fee will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.