

TENANCY APPLICATION
FORM
AND DISCLAIMER



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APPLICATIONS WILL NOT BE PROCESSED UNLESS THE FOLLOWING INFORMATION IS PROVIDED:

1. Photo' Identification – Passport, Drivers Licence or 18+ Card –CURRENT
2. 2 References from previous Lessor/Lessor Agent, the last 4 Rent Receipts, Tenant Ledger
3. Proof of the last residential address – telephone, electricity, gas account or bank statement.
4. Supporting proof of Income – Pay slips, Centrelink statement.

****PLEASE NOTE** UPON APPROVAL OF APPLICATION, PAYMENT OF ONE WEEKS RENT (BY CASH ONLY) AND THE SIGNING OF YOUR LEASE MUST BE DONE WITHIN 24 HRS.**

I agree that no keys for the property will be provided to me by the rental agent until all monies have been paid, equivalent to 6 weeks rent – being for Bond equivalent to 4 weeks rent, plus 2 weeks rent, and all lease documents have been signed by all parties. **KEYS ARE NOT AVAILABLE BEFORE THE LEASE COMMENCEMENT DATE.**

THINGS YOU MUST PROVIDE FOR APPLICATION TO BE PROCESSED:
Copy of tenancy ledger or last 4 weeks rent receipts
Photo ID – Drivers Licence/18+ Card/Passport - Current
Proof of Income and or Centrelink statement
Proof of current address electricity/phone/gas account/car registration

PROPERTY DETAILS:

1. Property Address:Postcode.....
2. Lease commencement Date:
3. Term of Lease you wish to commit to:
4. Property Rent: \$.....per week Bond:(4 x Rent)
5. How many people will occupy the Property?.....
6. Details on Pets: Breed/Type:
7. Council Registration number:

THIS AUTHORITY MUST BE READ AND SIGNED BEFORE CONTINUING:

We require originals of all documents provided for identification which will be photocopied by a member of our staff at the time of lodging your application. If your application is successful, this information will be kept on file. If your application is unsuccessful, we will dispose of this information immediately in accordance with the Privacy Act. Please be aware that as members of both TICA, Barclay and the National Tenancy Database, we will check your details with these agencies before proceeding with your application. It may be necessary to release your contact details to companies related to connection services at the property. Signing the disclaimer below provides us with the permission to perform all the tasks outlined within the authority.

I agree to the terms specified above and authorise the agent to perform all tasks outlined within the above authority.

Name Signature..... Date...../...../.....
Name Signature..... Date...../...../.....

PERSONAL DETAILS APPLICANT 1:

Surname: Given Names:
DOB: Car Registration:
Drivers Licence: 18+ Card No: State:
Passport No: Country of Issue:
Benefit No: Benefit Type:

CONTACT DETAILS APPLICANT 1

Home phone No: Mobile No:
Work No: Fax No:
Email Address:

RENTAL HISTORY APPLICANT 1:

Current Address:
How long have you lived there?
Current lease expiry date:
Name of Lessor or Agent: Weekly Rent Paid: \$.....
Contact name and No: Fax No:

PREVIOUS RENTAL HISTORY APPLICANT 1:

Previous Address:
How long did you live there?
Name of Lessor/Agent:
Contact name and No: Weekly rent paid: \$.....
Was bond refunded in full? If not why?

EMPLOYMENT HISTORY APPLICANT 1:

Current Employment – occupation:
.....
Employers Name/Centrelink details/benefit type:.....
Employer’s address:
Contact name:..... Contact No:
Length of employment: Income per wk/ft/mth:

PREVIOUS EMPLOYERS DETAILS- if employed for less than 6 months:

Previous Employers name:
.....
Employer’s address:
Contact name: Contact No:
Length of employment: Income per wk/ft/mth:.....

IF YOU ARE SELF EMPLOYED OR OWN YOUR OWN BUSINESS:

Registered name of Business:
ABN:..... Business Type:.....
Address:
Personal Nett Income per week: How long in Business:
Name of Accountant..... Phone No:..... Fax No:.....
List one Major Creditor: Phone No:.....

PERSONAL DETAILS APPLICANT 2:

Surname: Given Names:
DOB: Car Registration:
Drivers Licence: 18+ Card No: State:
Passport No: Country of Issue:
Benefit No: Benefit Type:

CONTACT DETAILS APPLICANT 2:

Home phone No: Mobile No:
Work No: Fax No:
Email Address:

RENTAL HISTORY APPLICANT 2:

Current Address:
How long have you lived there?
Current lease expiry date:
Name of Lessor or Agent: Weekly Rent Paid: \$.....
Contact name and No: Fax No:

PREVIOUS RENTAL HISTORY APPLICANT 2:

Previous Address:
How long did you live there?
Name of Lessor/Agent:
Contact name and No: Weekly rent paid: \$.....
Was bond refunded in full? YES / NO If not why?.....

EMPLOYMENT HISTORY APPLICANT 2:

Current Employment – occupation:
.....
Employers Name/Centrelink details/benefit type:.....
Employer's address:
Contact name:..... Contact No:
Length of employment: Income per wk/ft/mth:

PREVIOUS EMPLOYERS DETAILS- if employed for less than 6 months:

Previous Employers name:
.....
Employer's address:
Contact name: Contact No:
Length of employment: Income per wk/ft/mth:.....

IF YOU ARE SELF EMPLOYED OR OWN YOUR OWN BUSINESS:

Registered name of Business:
ABN:..... Business Type:.....
Address:
Personal Nett Income per week: How long in Business:
Name of Accountant..... Phone No:..... Fax :.....
List one Major Creditor: Phone No:.....

OTHER PEOPLE RESIDING AT THIS ADDRESS.

Please provide names and their ages of all other persons (including children) other than the applicants who will be residing at the premises.....

REFERENCES AND EMERGENCY CONTACT DETAILS – APPLICANT 1:

Please provide 2 personal references (not related to you): **With daytime contact numbers:**

.....Phone:
.....Phone:

Please provide details of your next of kin (not living with you):

.....Phone:

Contact details in case of an emergency:Phone:

REFERENCES AND EMERGENCY CONTACT DETAILS – APPLICANT 2:

Please provide 2 personal references (not related to you): **With daytime contact numbers:**

.....Phone:
.....Phone:

Please provide details of your next of kin (not living with you):

.....Phone:

Contact details in case of an emergency:Phone:

DECLARATION:

I/We hereby offer to rent from the Owner under a lease to be prepared by the Agent. I/We acknowledge that I will be required to pay rent in advance and a rental bond, and that this application is subject to approval of the Owner/Agent. I/We agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.

I/We do solemnly and sincerely declare that all the information in this application is true and correct and that all information was given of my own free will. I/We declare that I/we have inspected the property.

I/We authorise the Agent to obtain details of my creditworthiness from:

- (a) The Owner or the Agent of my current or previous residence;
- (b) My personal and employers;
- (c) Any record, listing or database of default tenants;

If I/We default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest in receiving such information. This includes the Tenancy Information Centre of Australia (TICA) and any national database as per The Residential Tenancy Act Guidelines.

I/We agree that should there be any requirement to commence proceedings for the recovery of rent, repairs and or damage to the aforesaid property during the term or at expiration of the tenancy agreement, all costs associated with those proceedings shall be able to be recovered from me/us.

SIGNATURE 1:.....DATE:.....

SIGNATURE 2:.....DATE:.....

PRIVACY AGREEMENT:

We are an independently owned and operated business. We are bound by the National Privacy Principals (Amended Dec2002).We collect personal information about you by various methods throughout the tenancy to enable us to maintain the premises as per the Residential Tenancies ACT. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by our office) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our agency.