



# RENTAL TENANCY APPLICATION FORM

1/54 Garden Street  
South Yarra VIC 3141  
Office Phone: 0447 400 841  
Email: samantha@qura.com.au

## PROPERTY DETAILS - Property you would like to rent if this application is accepted?

Proposed Property: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_  
Length of Tenancy: Years \_\_\_\_\_ Months \_\_\_\_\_ Tenancy to Commence: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
How many tenants will occupy the property?: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_  
Pets: Yes / No (Circle) Types: \_\_\_\_\_ Reg: Y / N Breed/s: \_\_\_\_\_ Ages: \_\_\_\_\_

## FIRST APPLICANT

Salutation \_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_  
Family/Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Drivers Lic #: \_\_\_\_\_  
Expiry Date: \_\_\_ / \_\_\_ / \_\_\_ License State: \_\_\_\_\_  
Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_  
Pension NO: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Current Rental History - Applicant 1

How long at current address?: Years \_\_\_\_\_ Months \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond refunded: Yes / No If not, why? \_\_\_\_\_  
Previous residential address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

## Previous Rental History - Applicant 1

Length at previous address?: Years \_\_\_\_\_ Months \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond refunded: Yes / No If not, why? \_\_\_\_\_

## Employment History - Applicant 1

Current occupation: \_\_\_\_\_  
Nature of your employment: **FULL TIME / PART TIME / CASUAL** (circle)  
Current employer's name: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Ph: \_\_\_\_\_  
Employment: Yrs \_\_\_\_\_ Months \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net weekly

## SECOND APPLICANT

Salutation \_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_  
Family/Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Drivers Lic #: \_\_\_\_\_  
Expiry Date: \_\_\_ / \_\_\_ / \_\_\_ License State: \_\_\_\_\_  
Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_  
Pension NO: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Current Rental History - Applicant 2

How long at current address?: Years \_\_\_\_\_ Months \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond refunded: Yes / No If not, why? \_\_\_\_\_  
Previous residential address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

## Previous Rental History - Applicant 2

Length at previous address?: Years \_\_\_\_\_ Months \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond refunded: Yes / No If not, why? \_\_\_\_\_

## Employment History - Applicant 2

Current occupation: \_\_\_\_\_  
Nature of your employment: **FULL TIME / PART TIME / CASUAL** (circle)  
Current employer's name: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Ph: \_\_\_\_\_  
Employment: Yrs \_\_\_\_\_ Months \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net weekly

**Previous Employment History - Applicant 1**

Previous employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Previous employer's phone: \_\_\_\_\_  
Time employed: \_\_\_\_\_

**If you are a Student - Applicant 1**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_  
Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Income source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net weekly

**If you Receive a Centrelink Payment - Applicant 1**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_  
Amount \$: \_\_\_\_\_ Per Fortnight: \$ \_\_\_\_\_

**If Self Employed - Applicant 1**

Accountant name: \_\_\_\_\_ Ph: \_\_\_\_\_  
Company name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact - Applicant 1**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

**References - Applicant 1**

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

**DECLARATION & AUTHORITY**

I hereby offer to rent the property from the owner under lease to be prepared by Qura Property Pty Ltd. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all of the information (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorise Qura Property Pty Ltd 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, I agree that Qura Property Pty Ltd may disclose the details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that I do not consent to the uses to which personal information is used, Qura Property Pty Ltd cannot provide me with the lease/tenancy of the premises. I am aware they may access personal information on the contact details above.

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Previous Employment History - Applicant 2**

Previous employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Previous employer's phone: \_\_\_\_\_  
Time employed: \_\_\_\_\_

**If you are a Student - Applicant 2**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_  
Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Income source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net weekly

**If you Receive a Centrelink Payment - Applicant 2**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_  
Amount \$: \_\_\_\_\_ Per Fortnight: \$ \_\_\_\_\_

**If Self Employed - Applicant 2**

Accountant name: \_\_\_\_\_ Ph: \_\_\_\_\_  
Company name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact - Applicant 2**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

**References - Applicant 2**

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

I am aware that Qura Property Pty Ltd 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 tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from a Bond Authority.
- (e) Refer to Tribunals/Courts & Statutory Authorities where applicable.
- (f) Refer to collection agents/lawyers where applicable.
- (g) Complete a credit check with NTD (National Tenancies Database 1300 563 826).
- (h) Transfer water account details into my name.