





TENANCY APPLICATION FORM

Above and Beyond welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly. Incomplete applications WILL NOT be processed.

-  **Proof of income** – i.e. Your most recent payslip or if you are self employed, please provide your accountants details or a copy of your latest tax assessment.
-  **Two forms of identification, including at least one of the following** – Drivers licence, passport or photo I.D.
-  **If you are a current home owner** and have never rented before, proof of ownership must be provided i.e. a copy of your rates notice.
-  **If you are over the age of 18** and will be residing at the property, but do not wish to be on the lease, you must still fill out the application form to be an approved occupant.

The property will remain on the market until a lease has been signed and initial rent and bond have been received.

If your application is successful:

You will need to sign the lease within 24 hours, or at another time agreed by both parties.

At the time of the sign up you must also have your Bond and two weeks rent up front or proof of a completed bank transfer.. We do NOT accept any payments via cash or cheque, bank transfer only.

If your application is not successful:

You will be notified by phone or email and your application form will be destroyed.

APPLICATION CHECKLIST TO BE COMPLETED BY ALL APPLICANTS

STOP! Before I submit my application, I have

- Inspected the property both internally and externally
- Provided all contact details and documentation
- Provided copies of Photo ID
- Read and signed the Privacy Disclosure Statement & Privacy Consent (Highlighted areas)
- Completed all details in full on the application form

DATE AND TIME SUBMITTED: Date: ____/____/____ Time: _____am/pm

Property address:		Date property was viewed:
Date Required:	Rental amount:	Length of lease required:
How did you find out about this property?	<input type="checkbox"/> NT News <input type="checkbox"/> Internet	<input type="checkbox"/> Walk In <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Other _____

Who will occupy the premises? Please tick box or indicate the number of people below: Single <input type="checkbox"/> Couple (Married/Defacto) <input type="checkbox"/> Family _____ people Multi-tenant _____ people		
Name:	Age:	Relationship to other lease holders:
1.		
2.		
3.		
4.		
Children:		

APPLICANT #1 DETAILS:

Full Name:		Date of Birth:
Mobile:	Home:	Work:
Email address:		
Applications pending on other properties? YES / NO		
Do you currently own a property? YES / NO		
Do you smoke? YES / NO		

Please complete your rental history – Please start with your most recent address:

Address	Dates at address	Rental price	Landlord/Agents Name and Phone Number
			Name/Real Estate: Phone: Fax/email:
			Name/Real Estate: Phone: Fax/email:

Please complete your current work details:

Current occupation:	Employer:
Duration of employment:	Salary:
Reference contact name:	Reference contact number/email:

APPLICANT #2 DETAILS:

Full Name:		Date of Birth:
Mobile:	Home:	Work:
Email address:		
Applications pending on other properties? YES / NO		
Do you currently own a property? YES / NO		
Do you smoke? YES / NO		

Please complete your rental history – Please start with your most recent address:

Address	Dates at address	Rental price	Landlord/Agents Name and Phone Number
			Name/Real Estate: Phone: Fax/email:
			Name/Real Estate: Phone: Fax/email:

Please complete your current work details:

Current occupation:	Employer:
Duration of employment:	Salary:
Reference contact name:	Reference contact number/email:

APPLICANT #3 DETAILS:

Full Name:		Date of Birth:
Mobile:	Home:	Work:
Email address:		
Applications pending on other properties? YES / NO		
Do you currently own a property? YES / NO		
Do you smoke? YES / NO		

Please complete your rental history – Please start with your most recent address:

Address	Dates at address	Rental price	Landlord/Agents Name and Phone Number
			Name/Real Estate: Phone: Fax/email:
			Name/Real Estate: Phone: Fax/email:

Please complete your current work details:

Current occupation:	Employer:
Duration of employment:	Salary:
Reference contact name:	Reference contact number/email:

APPLICANT #4 DETAILS:

Full Name:	Date of Birth:	
Mobile:	Home:	Work:
Email address:		
Applications pending on other properties? YES / NO		
Do you currently own a property? YES / NO		
Do you smoke? YES / NO		

Please complete your rental history – Please start with your most recent address:

Address	Dates at address	Rental price	Landlord/Agents Name and Phone Number
			Name/Real Estate: Phone: Fax/email:
			Name/Real Estate: Phone: Fax/email:

Please complete your current work details:

Current occupation:	Employer:
Duration of employment:	Salary:
Reference contact name:	Reference contact number/email:

OTHER INFORMATION:

Pets:

Do you intend to keep pets at the premises? Please circle one: Yes No	If yes, please provide information: Type of animal: Age: Breed: Indoor/outdoors:	Type of animal: Age: Breed: Indoor/outdoors:
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If you are in the Defence force:

Is the Defence clause applicable to you? – the defence clause applies to all defence members that allows them to be let out of lease with 28 days notice, should they be posted to another location. A copy of your posting order must be provided.

Copy of Defence I.D attached -

Emergency contacts for each applicant (Must be somebody not living with you):

Name:	Name:
Email:	Email:
Mobile:	Mobile:
Work:	Work:
Relation to applicant 1:	Relation to applicant 2:
Name:	Name:
Email:	Email:
Mobile:	Mobile:
Work:	Work:
Relation to applicant 3:	Relation to applicant 4:

Declaration:

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent, should this application be accepted by the Landlord.

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 I am not bankrupt.

I authorise the Agent to obtain personal and financial information from:

- (a) The Owner or the Agent of my current and previous residence.
- (b) My personal references and employers
- (c) Any record, listing or database of defaults by tenants and credit defaults

If I default under a rental agreement, the agent may disclose details of such a default to: a tenancy default database,

An agent/landlords or properties I may apply for in the future, collection agents or insurance agents in relation to the defaulted tenancy.

I authorise the Landlord/Agent to disclose my personal information in order to

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organizations /trades people to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) Refer to collection agents/lawyers (where applicable in the future)

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 can not provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above

APPLICANT 1 Sign: _____ Print: _____ Date: _____

APPLICANT 2 Sign: _____ Print: _____ Date: _____

APPLICANT 1 Sign: _____ Print: _____ Date: _____

APPLICANT 1 Sign: _____ Print: _____ Date: _____

In accordance with the Privacy Act, I/We authorise the recipient of this fax to give information to Above and Beyond Property Management regarding my/our history. I/We understand this information will be used to assess my/our application.

To: _____ Fax: _____

We have received an application from: _____

Property Rented: _____

Period Rented From: / / To / / (if known)

Authorisation by applicants:

Applicant Sign (1): _____ Print: _____

Applicant Sign (2): _____ Print: _____

Applicant Sign (3): _____ Print: _____

Applicant Sign (4): _____ Print: _____

If you could please complete the following questions and return by fax or email as soon as possible. Please also include a tenant ledger

Were the above applicant/s listed as lessee/s Yes / No

Did the tenant/s have a good rental payment history? Yes / No

Comments: _____

What rental was paid at the above property? \$ _____

Were the periodic inspections of a satisfactory standard? Yes / No

Comments: _____

Were there any Remedy Notices issued to the tenant/s? Yes / No

Comments: _____

Were the tenant/s easy to deal with? Yes / No

Comments: _____

Is/Are the Tenant/s breaking their lease? Yes / No

If the Final Inspection has been completed, was it of a satisfactory standard? Yes / No

Comments: _____

Did/Will the tenant/s receive a full Bond Refund? Yes / No

Comments: _____

Would you rent to this tenant/s again? Yes / No

Any additional comments that you think may be helpful? (i.e.: pets, etc...) _____

Thank you for your Time & Assistance

Faxed from Above and Beyond By: _____ Date: _____

Faxed back by: _____ Date: _____