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## APPLICATION FORM CHECKLIST

### The following items **MUST** be provided:

- Copy of photo ID (Driver's license, proof of age card of passport).
- 2x Current pay slips **or** Letter of Employment/Centrelink benefit/Bank Statement (showing proof of income). If you are self-employed, please provide your accountants details or a copy of your latest tax assessment.
- If you are a home owner and never rented previously you must provide a copy of your most recent Rates Notice.

### Please note:

- To avoid delays please ensure the application form is FULLY completed and all abovementioned items are supplied. Applications will not be processed until all information is submitted and the application is signed (highlighted areas).
- Applications will also not be processed unless an internal inspection of the property has been carried out.
- Applications will normally take up to 2 business days to process.
- A successful applicant will be required to pay full bond (4 weeks rent) and sign the lease within 24 hours of approval. Two weeks rent is to be paid before the keys are handed over. All relevant parties must be present at the time of signing the lease. Leases can be emailed upon request.
- The property will remain on the market until a lease has been signed and initial rent and bond have been received.
- Owners are not required to give a reason for why an application has been unsuccessful.
- This office is a member of TICA (Tenancy Default Database).

## APPLICATION FOR RESIDENTIAL TENANCY

\*Anyone over the age of 18 years wishing to reside at the property must fill out the application form, even if they do not wish to be a lease holder\*

Property address: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Length of lease required: \_\_\_\_\_

Preferred lease start date: \_\_\_\_\_

Rent to be paid weekly/fortnightly/calendar monthly?: \_\_\_\_\_

Number of people to reside at the property: \*Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages of children \_\_\_\_\_

**ACKNOWLEDGEMENTS BY APPLICANT(S)**

*I/We, the applicant(s) do solemnly and sincerely declare that I am/we are over 16 years of age, I am/we are not bankrupt and affirm that the information herewith is true and correct in every aspect and without omission.*

I/We have inspected the above property (internally) on:	/ /
I/We also undertake, upon signing the Rental Agreement, to pay a Rental Bond of:	\$
Have you applied for another rental property?	Yes No
I/We declare that the rent to be paid is within my/our means.	Yes No
Have you ever been evicted by any other Landlord or Agent?	Yes No
Do you have a debt to any other Landlord or Agent?	Yes No
Have deductions ever been made from your Rental Bond?	Yes No
Do any of the following categories affect you? <b>NT Housing Commission; DHA; Police</b>	Yes No

**Applicant 1 Details:**

Full Name: \_\_\_\_\_ Date of Birth (dd/mm/yy): \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Salary (must be filled): \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone (ah): \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Current employer:**

Company name: \_\_\_\_\_ Period of Employment: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous employer:**

Company name: \_\_\_\_\_ Period of Employment: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Present address:**

Address: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
 Agent/Owner Name: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Length of time at this address: \_\_\_\_\_ Email: \_\_\_\_\_

**Previous Address:**

Address: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
 Agent/Owner Name: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Length of time at this address: \_\_\_\_\_ Email: \_\_\_\_\_

**References:** Personal/Professional Reference: (previous boss, ex-flat mate, work colleague – cannot be a relative)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant 2 Details:**

Full Name: \_\_\_\_\_ Date of Birth (dd/mm/yy): \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Salary (must be filled): \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone (ah): \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Current employer:**

Company name: \_\_\_\_\_ Period of Employment: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous employer:**

Company name: \_\_\_\_\_ Period of Employment: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Present address:**

Address: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
 Agent/Owner Name: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Length of time at this address: \_\_\_\_\_ Email: \_\_\_\_\_

**Previous Address:**

Address: \_\_\_\_\_ Weekly Rent Paid: \_\_\_\_\_  
 Agent/Owner Name: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Length of time at this address: \_\_\_\_\_ Email: \_\_\_\_\_

**References:** Personal/Professional Reference: (previous boss, ex-flat mate, work colleague – cannot be a relative)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Pets**  yes  no*Please list ALL pets which will be kept at the property address*

<b>Pet 1</b>	Type:	Breed:	Age:	*Indoor/Outdoor:
<b>Pet 2</b>	Type:	Breed:	Age:	*Indoor/Outdoor:

*\*Indoor pets may require further permissions.*

## PRIVACY STATEMENT

Personal information collected about you in this form will be used to assess your application for a residential tenancy. We may need to collect information about you from your previous lessors or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about these databases on Websites [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting information is set below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers and valuers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## DECLARATION

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 rent and a rental bond in advance, and that this application is subject to the approval of the owner/lessor, I acknowledge that I have read the Privacy Statement of Home Zone NT. I authorise Home Zone NT to collect information about me from:

- (a) My previous letting agents and/or lessors
- (b) My personal referees and employer/s
- (c) Any Tenancy Default Database (Including TICA) which may contain personal information about me. I also authorise Home Zone NT to disclose details about any defaults by me under the Tenancy to which this application relates to any tenancy default database to which subscribes to TICA.

I authorise Home Zone NT to disclose the personal information collected about me to the owner of the property even if the owner resides outside Australia. I declare that all information within this entire application is true, correct and given of my own free will. I declare that I have inspected the above mentioned property internally and externally. I declare that I am not bankrupt.

### I DECLARE THAT:

- I have read and understood all pages of this application and have accepted all conditions herewith.
- I consent to the disclosures set out in the Authority to release Tenant Information.
- I have read the Privacy Information Statements. All details herewith have been given by my own free will.
- All the information contained in this application is true and correct.
- I authorise Home Zone NT to make enquiries considered necessary to verify the information disclosed in this application.
- **I understand that although Home Zone NT collects and processes applications, no reason has to be given to the unsuccessful tenant.**

Applicant 1:  Applicant 2:

**AUTHORITY TO OBTAIN TENANT INFORMATION**

To: \_\_\_\_\_ Email: \_\_\_\_\_

We have received an application from: \_\_\_\_\_

Property Rented: \_\_\_\_\_

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

***Please provide the tenant's ledger for the duration of their tenancy and respond to the following questions. Applicant(s) signature below confirms they have authorised the release of this information.***

1. Amount of rent paid per week?	
2. Was rent paid on time?	
3. Is the applicant on a current lease? If so what is the expiry date?	
4. How long did the tenants reside at the property?	
5. Did the tenants report maintenance in a timely manner?	
6. Condition of property on inspections:	
7. Were there any notices issued?	
8. Did the applicants have pets? Inside / Outside	
9. Was the full bond returned? If not, why?	
10. Would you rent to the applicant again?	
<b>Name of person completing this form</b>	<b>Date Completed:</b> /     /

I/We: \_\_\_\_\_

**Sign applicant 1:** \_\_\_\_\_ **Sign applicant 2:** \_\_\_\_\_

hereby authorise any of the parties below to make investigation in relation to my application for a residential property.