

# APPLICATION FOR TENANCY



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## PREMISES

Address of premises applied for

Application No: \_\_\_\_\_

### APPLYING TENANTS:

- ✓ Photo ID is required for each applicant
- ✓ Proof of income is required for each applicant
- ✓ 3 forms of ID is required for each applicant
- ✓ A rental ledger and references from a previous landlord/agent is required for each applicant
- ✓ Applications will not be accepted unless you have viewed the property internally
- ✓ A holding deposit can only be placed once you have been approved for the property
- ✓ You will forfeit the whole amount of the holding deposit, not just a portion of it if you decide not to go ahead with the tenancy
- ✓ You must provide your own photocopies of all documents, as we do not photocopy these documents for you.

## APPLICANT 1

### Personal Details

APPROVED

NOT APPROVED

Title: Mr  Mrs  Miss  Ms

Date of Birth / /

Full name

Present address

Reason for leaving

Phone: Work

Mobile

Phone: Home

Email

Vehicle registration No.

Driver's Licence No.

### Employment History

Occupation

Date commenced / /

Employer's name

Employer's address

Postcode

Phone: Work

Mobile

Salary per week

Email

### Centrelink Payments

Allowance type

Amount per fortnight

### Tenancy History

Name of present Landlord/Agent

Phone: Work

Mobile

How long at present address

Current rent paid

Reason for leaving present address:

## APPLICANT 2

### Personal Details

Title: Mr  Mrs  Miss  Ms

Date of Birth / /

Full name

Present address

Reason for leaving

Phone: Work

Mobile

Phone: Home

Email

Vehicle registration No.

Driver's Licence No.

## Employment History

Occupation	Date commenced	/	/
Employer's name			
Employer's address			
	Postcode		
Phone: Work	Mobile		
Salary per week			

## Centrelink Payments

Allowance type	Amount per fortnight
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## Tenancy History

Name of present Landlord/Agent	
Phone: Work	Mobile
How long at present address	Current rent paid
Reason for leaving present address:	

## REFERENCES / EMERGENCY DETAILS

### Referees

1. Name	Relation
Phone	Mobile
2. Name	Relation
Phone	Mobile

### Next of kin (in case of emergency)

Name	Relation
Address	
Phone	Mobile

## OCCUPANT/S DETAILS

Number of persons who will occupy premises:

Adults  Children  Ages of children

**Pets** Yes  No  If yes, number and type

### Lease Details

Lease Term:	Lease Start Date:	/	/
Rental Per Week: \$	Deposit Paid: \$		

## PRIVACY POLICY

1. I, the Applicant hereby authorise Combined Real Estate to gain information from my employer, last or present landlord/Agent, tenancy databases and referees named on this application as to my suitability as a tenant. Once the application for the above property is approved by the agent, I agree to leave reservation fee and understand that if at anytime I wish to withdraw, the agent will retain the deposit. 2. The Premises will not be leased during the reservation period pending the making of Residential Tenancy Agreement. 3. If the Landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded. 4. If the entering into of the Residential Tenancy Agreement is conditional on the Landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded. 5. If the prospective tenant decides not to enter into such an agreement and the premises were not leased or otherwise occupied during the period they were reserved, the landlord may retain all of the holding deposit. 6. If a residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential Premises concerned.

I, do solemnly and sincerely declare that I am not bankrupt and affirm that the information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy for such premises.

Signature of Applicant/s

Date