

**Residential Tenancy Application Form** All sections of this form must be completed & signed for your application to be processed.

Proposed Rental Property Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_ Have you inspected the property?: YES / NO (Please circle) \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_ Tenancy to Commence: \_\_\_\_\_

How many tenants will occupy the property? \_\_\_\_\_ Adults: \_\_\_\_\_ Dependents: \_\_\_\_\_ Ages: \_\_\_\_\_ Pets: Yes / No (Circle) \_\_\_\_\_  
If yes attach a PHOTO OF EACH pet.

Pet Type: \_\_\_\_\_ Breed/s: \_\_\_\_\_ Reg. No: \_\_\_\_\_ Outdoor only: YES / NO \_\_\_\_\_

Vehicle 1 Rego: \_\_\_\_\_ Model/Year/Colour: \_\_\_\_\_ Vehicle 2 Rego: \_\_\_\_\_ Model/Year /Colour: \_\_\_\_\_

**To consider your application you must:**

- Fill in form completely & sign all areas
- Provide proof of income & documentation
- Read & sign the privacy acknowledgement form
- Provide identification to pass 100 point check from all three categories below

**PROOF OF IDENTIFICATION REQUIRED - 100 POINT CHECK**

Applicant one	Applicant two	I.D. Type	Point Value
		(Category 1) – Current Driver's License with photo	50 points
		(Category 1) – Pay slip/Centrelink statement	50 points
		(Category 1) – Proof of Age Card (with photo) or firearm license	40 points
		(Category 1) – Latest utility account with address	40 points
		(Category 2) – Current Vehicle Registration	40 points
		(Category 2) – Medicare or Healthcare Card	40 points
		(Category 3) – Citizen Certificate	40 points
		(Category 3) – Birth Certificate	40 points
		(Category 3) – Credit or Debit Card	40 points

- We are unable to give any reason for non-acceptance, if your application is not approved
- If your application is not approved, you will be informed by phone and email
- Should your application be accepted, you will be asked to pay the bond and first 2 weeks rent and sign the lease within 24 hrs to secure the property. Monies can be paid by bank cheque or money order or direct deposit into our trust account. Funds must clear prior to handover of keys
- You may also be responsible for water charges - please confirm with Property Manager at time of application
- It is the tenants responsibility to arrange connection of utilities in the property once the application is approved.

**1. First Applicant**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_ Smoker: Yes / No \_\_\_\_\_

Name at Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age (Years / Months): \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_

Card No. (NSW only): \_\_\_\_\_

Passport No: \_\_\_\_\_ Medicare No: \_\_\_\_\_ Ref: \_\_\_\_\_

Pension Type (If applicable): \_\_\_\_\_ No: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Marital status: Single Married De Facto Sep/Div Friends Relatives \_\_\_\_\_

Maiden Name (If applicable): \_\_\_\_\_

**2. Rental History - Applicant 1**

**Current Address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

How long at current address? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent per week: \$ \_\_\_\_\_

Landlord/Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Length at previous address? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

**1. Second Applicant AND/OR Partner**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_ Smoker: Yes / No \_\_\_\_\_

Name at Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age (Years / Months): \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_

Card No. (NSW only): \_\_\_\_\_

Passport No: \_\_\_\_\_ Medicare No: \_\_\_\_\_ Ref: \_\_\_\_\_

Pension Type (If applicable): \_\_\_\_\_ No: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Marital status: Single Married De Facto Sep/Div Friends Relatives \_\_\_\_\_

Maiden Name (If applicable): \_\_\_\_\_

**2. Rental History - Applicant 2**

**Current Address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

How long at current address? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent per week: \$ \_\_\_\_\_

Landlord/Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Length at previous address? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

