

Residential Tenancy Application Form

Property Address: _____

Rent: \$ _____ p/w Commencement Date: _____ Lease Term: _____ Month

To enable processing of this application, each applicant must provide **a minimum of one item from each of the following sections;**

1. Drivers Licence / Current Passport / Proof of Age Card
2. Rental Ledger / 3 Rent receipts / Bank statement showing rent payments
3. 3 Current Pay Slips / Group Certificate or Tax Return Assessment
4. Current bank statement
5. Telephone Account / Electricity or Gas Account / Council rate notice
(If you own property)

Privacy Act Collection Notice

The agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify the Applicants identity, and to process and evaluate the application.

As part of the process the Agent, without limitation may;

* Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of the information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and

* Disclose to, and obtain from, third part operators of tenancy reference databases, information about the Applicant for the purpose of searching those databases for details about the Applicant.

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and to tradespeople maintaining or repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under the agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy reference databases and/ or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Asset Advantage Management at 189 Juliette Street, Greenslopes 4120. The Applicant can also correct this information if inaccurate, incomplete or out of date.

If information is not provided, the Agent may not be able to process the application or manage the tenancy.

I hereby authorise Asset Advantage Management to use and disclose my personal information in accordance with the above Collection Notice.

Full Legal Name: _____

Signature: _____

Asset Advantage Management – Anne Gillies, 0435 806 742

Asset Advantage Email: admin@assetadvantage.com.au

Personal Details

Full Legal Name: _____

Current Residential Address: _____

D.O.B _____ D/L Number _____ Phone (Home) _____

Mobile _____ **Work** _____

Email _____

Car Registration _____ Make, Model & Year _____

Pets Yes/No, Type _____ Breed _____ Number of pets _____

Registration of pet/s _____ Are you a smoker Yes / No

Occupants for the property; (Please write full names and ages for all occupants incl. yourself)

Adults _____ Age _____
 _____ Age _____
 _____ Age _____
 _____ Age _____

Children _____ Age _____
 _____ Age _____
 _____ Age _____
 _____ Age _____

Current Home Details (Do not leave blank in any details on this section)

Address _____

Renting Own Boarding (If you are renting, is this a private rental Yes / No)

Rent Per Week _____ Period of Occupancy _____

Name of Agency or Landlord _____

***Contact Person/property manager** _____

***Phone** _____ ***Email** _____ ***Fax** _____

Reason for Leaving _____

Previous Home Details

Address _____

Renting Own Boarding (If you are renting, is this a private rental Yes / No)

Rent Per Week _____ Period of Occupancy _____

Name of Agent or Landlord _____

Contact Person _____ Phone _____ Fax _____

Reason for Leaving _____

Employment Details

Occupation _____

Position Held/ Job Title: _____

Company Name: _____

Company Address: _____

Period of Employment: _____ Full Time / Part Time / Casual

Employer Contact Name: _____ Phone: _____

Wage Per Week: _____ (Please indicate if this is Gross or Net)

Are you a director or shareholder of this company: Yes / No

Previous Employment Details

Occupation

Position Held/ Job Title:

Company Name:

Period of Employment: _____ Full Time / Part Time / Casual

Employer Contact Name: _____ Phone: _____

Wage Per Week: _____ (Please indicate if this is Gross or Net)

Other Details and Income Information

If not employed please provide information:

Student Pensioner Unemployed Other: _____

Emergency Contacts, Next of Kin & Personal References

Name: _____ Name: _____
Address: _____ Address: _____
Contact number: _____ Contact number: _____
Email address: _____ Email address: _____

I _____ hereby give permission for the above persons to be contacted by Asset Advantage Management.

Signature: _____

The following questions must be answered:

1. Has your tenancy ever been terminated? YES/ NO

If yes give details: _____

2. Have you ever been in arrears for rent more than 5days with your current/previous agent? YES/ NO

If yes give details: _____

3. Are you in debt to another Landlord or Agent? YES/ NO

If yes give details: _____

4. Have any deductions ever been made from your rental bond? YES/ NO

If yes give details: _____

5. Is there any reason known to you that would affect your future rental payments? YES/ NO

If yes give details: _____

6. Are you relying on assistance to provide from a third party ie. Department of Housing in providing the rental bond? YES/ NO

If yes give details: _____

I have completed this form to the best of my knowledge and declare this document to be true and correct.

Signature: _____

I _____ **the applicant hereby declare that:**

1. I hereby authorise you, as letting agent to carry out any reference checks and searches to verify any aspect of the information provided.
2. The information is correct and true and has been supplied of my free will, and that any false information could jeopardise or validate this application as well as any tenancy agreement we may subsequently enter into upon approval by the lessor or agent.
3. I accept and acknowledge that if this application is rejected there is no legal obligation on the agent to provide reasons.
4. Upon approval of this application I agree to pay an amount equal to the first week's rent to COMPANY NAME within 24 hours to secure this rental property.
5. Another four weeks rent as bond and another weeks rent (to make up two weeks rent in advance) to be paid to Asset Advantage Management when the tenancy agreement is signed and before the key can be released.

Name of Applicant/s: _____

Signature of Applicant/s: _____