

Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)



A. AGENT DETAILS

Ausproud Property
 Suite 11/1 Railway Parade, Burwood NSW 2134

Phone: 0414316001
 Email: info@ausproudproperty.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Preferred move in date:
 Day Month Year

3. Lease term:
 Years Months

4. Property rental
 \$ per week OR \$ per month

5. How many people will normally occupy the property?
 Adults Children, Ages: _____

C. PERSONAL DETAILS

6. Please give us your details

Mr Ms Miss Mrs Other

Surname Given name/s

Date of Birth Driver's license number

Driver's license expiry date Driver's license state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

7. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

8. What is your current address?

 Postcode

D. UTILITY CONNECTIONS

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost!
 We will contact you within 2 hours to confirm!

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL

Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and your agent may receive a benefit for arranging your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

YES! I would like On The Move to contact me.

A. SUPPORTING DOCUMENT REQUIRED- 100 POINTS OF ID

PLEASE NOTE: *At least one form of photo ID listed below must be provided. Your application may be declined if the supporting documentation criteria is insufficient.

Drivers Licence*	40 Points
Passport*	40 Points
Birth Certificate	30 Points
Other Photo ID with Address	30 Points
2 Current Wage Advice	20 Points
Previous Landlord Reference	20 Points
Previous & Current Rent Receipts or Tenant Ledger	20 Points
Employment Reference on Letterhead	20 Points
Motor Vehicle Registration	10 Points
Bank Statement	10 Points
Utility Account	10 Points

B. 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 agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I acknowledge that if I pull out after approval, I will lose my whole deposit in accordance to the Residential Tenancies Act 2010.

I authorise the Agent to obtain personal information from:
 (a) the owner or the Agent of my current or previous residence;
 (b) my personal referees and employer/s;
 (c) any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:
 (a) communicate with the owner and select a tenant
 (b) prepare lease/tenancy documents
 (c) allow organizations/tradespeople to contact me
 (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
 (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
 (f) refer to collection agents/lawyers (where applicable)
 (g) verify the information I have provided by accessing any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available

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 cannot provide me with the lease/tenancy of the premises.

I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me. Where **On The Move** is requested to arrange for the provision of the services, I consent to **On The Move** disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither **On The Move** nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service. (This consent will only be applied if you require On The Move services).

Signature Date

X

C. APPLICANT HISTORY**9. How long have you lived at your current address?**

	Years		Months
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Reason for leaving this address?

10. Please tell us about this rented property

Name of landlord or agent

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Landlord/agent's phone no.

Weekly rent paid

	\$
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11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
--	-------	--	--------

13. Please give us further information about this rented property

Name of landlord or agent

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Landlord / Agent's phone no.

Weekly rent paid

	\$
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Was bond refunded in full?

If not why not?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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D. EMPLOYMENT HISTORY**14. Please provide your employment details**

What is your occupation?

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What is the nature of your employment?
(FULL TIME / PART TIME / CASUAL)

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Employer's name (inc. accountant if self-employed or institution if a student)

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Employer's address

Postcode

Contact name

Phone no.

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Length of employment

	Years		Months		\$		Net Income
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If studying;

What course are you studying?

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Length of course?

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You must answer the following questions:

Have you ever been evicted from a property?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Are you in debt to another landlord or agent?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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E. CONTACTS / REFERENCES**15. Please provide a contact in case of emergency**

Surname

Given name/s

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Relationship to you

Phone no.

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16. Please provide two personal references (not related to you)

1. Surname

Given name/s

--

Relationship to you

Phone no.

--	--

2. Surname

Given name/s

--

Relationship to you

Phone no.

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F. OTHER INFORMATION**17. Car Registration**

Make/Type

--

18. Please provide details of any pets

Breed/Type

Inside/Outside

Council registration/number

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19. Others / Remarks (if applicable)

<input type="checkbox"/>	<input type="checkbox"/>

G. HOLDING DEPOSIT

Holding Deposit

\$

Date of Payment:

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PLEASE NOTE: THE HOLDING DEPOSIT CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.

The holding fee (equivalent to 1 week's rent) keeps the premises off the market for the prospective tenant.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- i. During this period, the premises will be reserved for prospective application and reference checking and reference checking will be proceed until application is approved and accepted by landlord;
- ii. If the prospective tenant(s) decide to withdraw the application, or not to enter into an agreement, the holding deposit will be forfeited, and landlord may retain the whole fee.
- iii. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- iv. The whole of the fee will be refunded to the prospective tenant if application has not been approved or lease terms are not accepted by the landlord.

Signature

Date

X	
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