

Residential Tenancy Application Form

Important Information for Applicants

**** PLEASE READ ****

With all applicants we require the following information to be submitted along with the attached documents or your application will NOT be processed

The below documentation is required from all applicants applying for the property over the age of 18 years old. All adults living in the property will need to complete the forms and provide 100 points of identification.

- 100 Points of ID is required (copies of Drivers Licenses, Medicare Card and Passports)
- Bank Statement and Payslips / Centrelink Statements
- Please ensure every section of the application is completed with no blank sections and that all applicants have initialed and signed where indicated
- If you are submitting a Homeswest Bond, please attach your Homeswest Form and state on the application
- If you have previously owned your own home and sold the property please place selling agents details in your application along with proof of ownership (Rate Notices, Title Search etc)
- All Applications are to be submitted as a hard copy in person, or email

Property.Manager@boxpropertymanagement.com.au

Application Form

(To be completed by all adult applicants and unaccompanied minors)

Property Address: _____

Applicant Name/s: _____

Home: (____) _____ Work: _____ Mob: _____

Email: _____

I/We acknowledge the rent amount of \$_____ per week is payable fortnightly in advance during the term of the lease.

Preferred Lease Commencement Date: ____/____/____

Preferred Lease Term: 6 months 12 months

My nominated method of payment for rent shall be (please tick):

☒ Electronic Funds Transfer (EFT) ☐ Money Order/Bank Cheque ☐ Centrepay

I/We acknowledge there is a requirement to pay a security bond equal to 4 weeks rent. Bond amount: \$_____

Bond payment will be made by (please tick): ☐ Electronic Fund Transfer (EFT) ☐ Homeswest Bond ApplicationDo any of the applicants smoke? ☐ Yes ☐ No

Please Note: All of our rental properties are smoke free.

DECLARATION

I hereby offer to rent the property from the owner under a lease agreement stated above. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including all the following pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorize the owner/landlord 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 the rental agreement, I agree that the owner/landlord 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 owner/landlord 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 tradespeople or equivalent organizations to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the owner/landlord cannot provide me with the lease/tenancy of the premises.

Signature of applicant 1: _____ Date: ____/____/____

Signature of applicant 2: _____ Date: ____/____/____

Applicant 1

Title: _____ DOB: ____/____/____

Given Names: _____

Surname: _____

Relationship with applicant 2: _____

Home: _____ Work: _____

Mob: _____

Email: _____

Car Registration No. & State: _____

Driver's Licence/Passport

No: _____ Country: _____

Pension (if applicable)

No: _____ Type: _____

Applicant 2

Title: _____ DOB: ____/____/____

Given Names: _____

Surname: _____

Relationship with applicant 1: _____

Home: _____ Work: _____

Mob: _____

Email: _____

Car Registration No. & State: _____

Driver's Licence/Passport

No: _____ Country: _____

Pension (if applicable)

No: _____ Type: _____

Residential Details

Current Address: _____

How long have you lived at your current address?

_____ Years _____ Months

Name of Landlord/Agent: _____

Contact No: _____ Rent per week \$ _____

Why are you leaving this address?

Previous Address: _____

How long did you live at this address?

_____ Years _____ Months

Name of Landlord/Agent: _____

Contact No: _____ Rent per week \$ _____

Why did you leave this address?

Residential Details

Current Address: _____

How long have you lived at your current address?

_____ Years _____ Months

Name of Landlord/Agent: _____

Contact No: _____ Rent per week \$ _____

Why are you leaving this address?

Previous Address: _____

How long did you live at this address?

_____ Years _____ Months

Name of Landlord/Agent: _____

Contact No: _____ Rent per week \$ _____

Why did you leave this address?

Employment Details

Current Occupation: _____

Employer's Name: _____

Employer's Address: _____

Contact Name: _____ Ph: _____

Length of Employment: _____ Years _____ Months

Weekly Income (net): \$ _____

If you receive additional government assistance payments,
please detail: _____

Weekly government assistance: \$ _____

Employment Details

Current Occupation: _____

Employer's Name: _____

Employer's Address: _____

Contact Name: _____ Ph: _____

Length of Employment: _____ Years _____ Months

Weekly Income (net): \$ _____

If you receive additional government assistance payments,
please detail: _____

Weekly government assistance: \$ _____

Applicant 1

Next of Kin: _____

Address: _____

Home: _____ Work: _____

Mob: _____ Relationship: _____

Applicant 2

Next of Kin: _____

Address: _____

Home: _____ Work: _____

Mob: _____ Relationship: _____

References

*Please provide two personal references (not related to you). Please ensure each has agreed for you to nominate them as a referee and names **must** be given that can be contacted during business hours.*

1. Name: _____
Home: _____ Work: _____
Relationship: _____

2. Name: _____
Home: _____ Work: _____
Relationship: _____

References

*Please provide two personal references (not related to you). Please ensure each has agreed for you to nominate them as a referee and names **must** be given that can be contacted during business hours.*

1. Name: _____
Home: _____ Work: _____
Relationship: _____

2. Name: _____
Home: _____ Work: _____
Relationship: _____

Other persons to reside at the property

Please provide full names and ages.

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Pets

Please provide details of any pets to be kept at the property.

Breed/Type: _____ Council Reg. No: _____ ☐ Inside ☐ OutsideBreed/Type: _____ Council Reg. No: _____ ☐ Inside ☐ OutsideBreed/Type: _____ Council Reg. No: _____ ☐ Inside ☐ Outside**Application checklist**

- ☐ Completed application form
- ☐ Provide copies of proof of income with the latest 2 pay notices (including relevant government assistance payments)
- ☐ Provide copies of proof of identification (refer to 100 point checklist on the following page)
- ☐ Provide contact details of current property manager for reference checks

Details of property manager managing the property you are currently leasing:

Real Estate Company: _____ Property Manager (full name): _____

Property Manager Email: _____ Property Manager Phone No.: _____

Signature of applicant 1: _____ Date: ____/____/____

Signature of applicant 2: _____ Date: ____/____/____

IMPORTANT

To consider your application, we require you to:

- Fill in all details of the application form with all relevant information and reference details, and all persons wishing to reside clearly indicated. We cannot process this form unless **all** parts have been completed.
- Read and sign the **Declaration**.
- Provide copies of identification (100 points per applicant over 18 years).

Proof of Identification Required - 100 Point Check

Please ensure that all identification provided has a total sum of 100 points or more **per applicant** (see below).

<input type="checkbox"/>	Passport	40 Points
<input type="checkbox"/>	Latest Telephone Account	40 Points
<input type="checkbox"/>	Latest Electricity or Gas Account (with address)	40 Points
<input type="checkbox"/>	Current Driver's Licence (with photo)	40 Points
<input type="checkbox"/>	Proof of Age Card (with photo)	40 Points
<input type="checkbox"/>	Tertiary Education Photo ID	30 Points
<input type="checkbox"/>	Proof of Income (income statement/payslip)	30 Points
<input type="checkbox"/>	Medicare Card	10 Points
<input type="checkbox"/>	Citizenship Certificate	10 Points
<input type="checkbox"/>	Birth Certificate	10 Points
<input type="checkbox"/>	Debit/Credit Card	10 Points

Processing and Application Acceptance/Non Acceptance

Please Read Carefully

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.
- Should your application be accepted, you will be asked to pay the **bond** and **first 2 weeks rent** and sign the lease as soon as possible. You will be asked to pay the amounts into the *Real-Estate Trust Bank Account* immediately.
- Tenants will be liable for **water charges**.
- It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved.
- Once applications are processed by the landlord, applicants will be notified if they have made it through to the **short list**, then will be notified if successful or unsuccessful. **We are unable to provide reason for non-acceptance if your application is not approved for tenancy.**

PLEASE NOTE: All identification must be copied at your own cost.