

Tenancy Application Form

Property:

*Please note 1 application per person over 18 years is required

To apply for a property

- 1) You must fully complete this application form, incomplete applications will not be processed.
- 2) Provide a photocopy of your ID including proof of income such as payslips, bank statements or Centrelink statements.
- 3) Hand in your application directly at our office or email to caseyrentals@areaspecialist.net.au
- 4) Should your application be successful you are required to sign the Tenancy Agreement and pay the first months rent in advance within 24 hours.

The information provided will be submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always the landlords decision

AREASPECIALIST

Residential Application Form

Date:

A. Rental Property Details

Note: Each and every adult applying for this property must individually complete a separate application.

1. Agent / Consultant (If known)

2. Full Address Of Property

Have you inspected the property? Yes ☐ No ☐

3. Second Preference

Is there another property you would like to rent through our office as a second preference? (insert full address below if applicable)

Have you inspected the property? Yes ☐ No ☐

4. Preferred Commencement Date

Day Month Year

5. Preferred Lease Term

Years Months

6. Rental Amount

Per week \$

B. Application Details

7. Your Details

Title

First Name/s

Last Name

Full address

Home Ph.

Mobile Ph.

Work Ph.

Email Ad.

Date of Birth

Drivers Lic. No.

License Expiry State

Vehicle Registration Number/s

Passport No.

Passport Country

If applicable- Pension No.

Pension Type

8. Identification

Please provide us with at least 100 POINTS of identification (ATTACH COPIES). One form of ID must be photo. This is mandatory, other genuine identification is accepted- call us for more details.

- Driver's Licence 40 Points
- Passport 40 Points
- Proof of Age Card 25 Points
- Student ID Card 25 Points
- Copy Bank Statement 25 Points
- Copy Utilities Account 25 Points
- Copy Current Payslip 20 Points
- Copy Medicare Card 20 Points
- Concession/ Pension Card 15 Points

9. Other Applicant Names

(Full name of all adults to reside at the property must be listed here, separated by commas)

10. Number Of People To Occupy The Property

Adults Children

Age of Children

11. Pets

Number of Pets Pets Age/s

Breed

Note: Owners have the right to reject pets

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C. Utility Connections

myconnect



myconnect is a FREE and easy to use utility connection service

☒ **Yes, Please Contact Me**

☐ **Interpreter required**

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ *Tick here to opt out*

D. Execution, Declaration And Database Notification

Please note: Your application will not be processed unless you have inspected the property, copies of the required proof of identity have been attached and the declaration and acceptance of terms of tenancy below has been read and signed.

DECLARATION

- I hereby offer to rent the property from the owner under a lease to be prepared by areaspecialists.
- Should this application be accepted by the owner / 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 the additional page/s) is true and correct and given of my own free will.
- I declare that I have inspected the premises and am not bankrupt.
- If I default under a rental agreement, I agree that 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 in accordance with Section 439 of the Residential Tenancies Act (1997).
- 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 will not grant me a lease / tenancy of the premises.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residences;
- My referees and employer/s;
- Any record listing or database of defaults by tenants, and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner / landlord and select a tenant.
- Prepare lease / tenancy documents.
- Allow tradespeople or equivalent organisations to contact me.
- Lodge/claim/transfer to/from a Bond Authority.
- Undertake and/or enforce legal process/decisions of a Tribunal/Court and/or Statutory Authority (where applicable).
- Refer to collection agents/lawyers (where applicable).
- Complete a credit check with a residential tenancies database.
- Transfer water account details into my name.

ACCEPTANCE OF TERMS OF TENANCY

- I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises.

No action will be taken against the owner/agent if the application is unsuccessful or should the premises not be available for occupation on the due date for whatever reason.

- I acknowledge that it is the responsibility of the tenant/s to check with the telephone provider before proceeding with the tenancy to confirm the status of the landline at the property.
- I acknowledge that the tenants are responsible for connection and payments of gas, electricity, telephone and water usage. The tenant is also responsible for ensuring the main switch is in the off position for power connection.
- I acknowledge that the premises is a "smoke free zone" and will ensure that I, other occupants and/or guests do not smoke inside the premises.
- Should the owner / landlord accept this application I accept that I will be required to sign the tenancy agreement and pay the full bond within 24 hours of my application being approved. I also agree to pay the bond and first month rent by either bank cheque or money order. The owner reserves the right to withdraw their acceptance and offer the property to other applicants.
- I acknowledge that the keys will not be available until the day the tenancy commences.
- I accept the property in the condition as inspected (exceptions to be provided in writing, signed, dated and attached to this application).
- I accept that this property is subject to its availability on the due date and no action shall be taken on my part against the landlord or the agent should under any circumstances the property not be available for occupation on the due date.

DATA BASE NOTIFICATION

Areaspecialist uses the following residential tenancy database companies to check the history of all applicants.

- I confirm that I have been notified of tenancy databases, their contact details and the reasons for use.

If you wish to contact these organisations their details are:

NATIONAL TENANCIES DATABASE, Ph 1300 526 836 www.ntd.net.au

TICA, Ph 1902 220 346 www.tica.com.au

Full Name

Date Signature

AREA SPECIALIST

Residential Application Form

E. Applicant Current Rental Details

If you have not been a tenant in Australia please provide written details of where you have been and references (attached separately) to confirm your prior living arrangements

12. What's Your Current Residential Address?

13. How Long Have You Lived At This Address?

Years Months

14. Why Are You Leaving This Address?

15. Landlord/ Agent Contact Details For This Property:

Name of landlord or agent

Phone number

Weekly rent paid \$

F. Applicant Rental History

16. What Was Your Previous Residential Address?

17. Reason For Leaving

18. How Long Did You Live At This Address?

Years Months

19. Landlord/ Agent Details For This Property

Name of landlord or agent

Phone number

Weekly rent paid \$

G. Applicant Employment History

If self employed go to section H

20. Please Provide Your Current Employment Details

Occupation

(please tick) ☐ Full Time ☐ Part Time ☐ Casual

Employer

Employer Address

Contact Name

Contact Phone (office landline only)

Length of employment Years Months

Net Monthly Income \$

21. If You Have Been Employed For Less Than 2 Years With Your Current Employer, Please Complete Previous Employment History

Go to question 23 if you have been employed for more than 2 years with current employer

Previous Employer

Employer Address

Contact Name

Contact Phone (office landline only)

Length of employment Years Months

Net Monthly Income \$

22. Please Provide Details Of Any Additional Income

Amount \$ Per month

Source of this income

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Residential Application Form

H. Self Employed

Complete Section Below

Business Name

Average income per week \$

Business Address

ABN

Business Ph

Accountant

Accountant Ph

Additional Notes

I. Contacts/ References

23. Please Provide A Professional Character Reference

Full name

Relationship to you

Phone number

24. Please Provide A Next Of Kin Details In Case Of Emergency

Full name

Relationship to you

Phone number

Address