

OFFICE USE ONLY

Date received ____/____/____ Time _____ am/pm

- Application signed & all details completed
 All supporting documents supplied

Application for Residential Tenancy

All 3 pages of this application must be completed in full & signed or your application will not be processed

PROPERTY ADDRESS: _____

APPLICANTS DETAILS

Name _____		D.O.B. / /	
Are you known by another name _____			
Contact No. Home _____	Work _____	Mobile _____	
Email Address _____		Fax No _____	
Number of dependants to reside in property _____		Total occupants _____	
Age of dependants _____		<i>(You must list ALL occupants names below)</i>	
Car Registration _____	Drivers Licence No. _____	Licenced State _____	
Passport No. _____	18+ Card No. _____	Other ID _____	
No. of cars to be kept at property _____		Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No			
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number _____	Type & Breed _____
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have or will you be obtaining contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the property has a pool - Have you cared for a pool previously? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Full name/s of <u>all</u> other persons (including children) other than applicant wishing to occupy the premises <i>(note, all adults other than siblings must be lease holders and provide a separate application)</i>			
Name _____		D.O.B. / /	
Name _____		D.O.B. / /	
Name _____		D.O.B. / /	
Name _____		D.O.B. / /	
Name _____		D.O.B. / /	

CURRENT ACCOMMODATION DETAILS

Address _____		<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent if property sold _____			
Address _____		Phone _____	
Period of occupancy / / to / /		Reason for leaving _____	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why _____			

Have you ever been in breach of a tenancy, evicted or are you in debt to another Owner or Agent Yes No
 If yes, you will be required to provide details in a covering letter

PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent if property sold			
Address	Phone		
Period of occupancy	/ / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency _____
 Address _____ Phone _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly (net) income \$
Phone	Email:
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time
<input type="checkbox"/> Casual	(hours per week)
If less than 6 months Previous Employer	
Employer	Weekly (net) income \$
Phone	Email:
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time
<input type="checkbox"/> Casual	(hours per week)

STUDENT DETAILS

Other <input type="checkbox"/>	Student (Name of College, TAFE, UNI)	Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date / /
What are you studying?		For what term?
<input type="checkbox"/> Pensioner Type	Allowance \$	
<input type="checkbox"/> Unemployment benefit	Allowance \$	
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$	
Address	Phone	
How long established	ABN No.	
Accountant Name	Phone	
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$	

HOW DID YOU FIND OUT ABOUT THE PROPERTY?

- For rent sign realestate.com.au @home Property email Updates or website Leasing Consultant
 Other _____

Supporting Documentation

Applications will not be processed until all information is supplied. Each applicant must complete a separate application.

OFFICE HOURS

Monday to Friday 9:00am – 5:00pm - after hours by appointment.

REQUIRED SUPPORTING DOCUMENTS

Your application will not be processed until all documents are provided.

✓

- Credit Report** (Veda if moving from interstate or Tasmanian Collection Service if local)
- Photo Identification:** Passport or Driver's License, Student Card
- Proof of Income:** (Wage Slips, Bank Statements, Employee Letter, Centrelink Statement).
- Proof of Address:** Copy of (Phone or Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments:** (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved, the tenancy agreement needs to be signed within 24 hours to secure the tenancy for you. It is important that you carefully read these documents if they are being sent to you, in most cases however we will require an in office interview prior to taking up tenancy.

SECURING THE PROPERTY - PAYMENT OF BOND & RENT

Once the application has been approved you will be required to sign a tenancy agreement within 24 hours and pay a minimum of 2 week's rent to secure the property. The bond of 4 weeks rent is required within 48 hours. Please note that this must be paid in cleared funds (EFT transfer, Money order or bank cheque). Personal cheques and cash will not be accepted when paying the initial monies. The property will not be secured for you until this deposit has been received and all parties have signed the tenancy agreement.

Please complete Privacy Disclaimer on page over.

AUTHORITY & PRIVACY DISCLAIMER – Terms & Conditions

Applicant Name/s: _____

The applicant makes this application and offer jointly and severally. Service of any notice to any one applicant shall be deemed to be service on them all. The applicant agrees that they will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due to be paid by the application in cleared funds prior to occupation of the premises

The applicant acknowledges that a copy of the tenancy agreement and special conditions that will apply to the tenancy have been made available for the applicant to read.

I, the applicant, do solemnly and sincerely declare that I am over the age of 18 years, am not a bankrupt and the information provided is true and correct and has been supplied of my own free will. I, the applicant understand that you as the agent for the owner will ask me to provide personal information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the Australian Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the property owner, credit providers, insurance providers, other agents, solicitors, financial institutions, parties engaged to evaluate the property, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents. If the applicant would like to access the personal information the agent holds, they can do so by contacting our office. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

I, the applicant, wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rental amount is within my means and I agree to pay a bond of \$_____

If my application is successful I agree to pay within the bond of (4 weeks rent) and 2 weeks rent in advance within 48 hours from the day of approval. In the event that the application is successful, the bond and rent in advance is paid and a tenancy agreement is signed but I decide not to proceed with the agreement, I understand that I will be required to continue to pay rent until a new tenancy is secured for the same term and my bond will not be refunded until the tenancy is replaced or the agreement expires (whichever comes first).

I, the applicant, agree that in the event the application is not successful, the owner/agent is not required to disclose the reason or any specific details. Yes No

I, the applicant, accept the property in its present condition allowing for pre tenancy cleaning Yes No
(A detailed condition report will be provided on the lease start date)

If no, give details _____

Have you applied for another property with another agency? Yes No

If so, which property your first preference? _____

Signature of Applicant/s:

Witnessed: Date: ____/____/____