

Tenancy Application Form

SURPLUS HOME PROPERTY MANAGEMENT

802/97 Pacific Hwy

North Sydney 2060 NSW

PROPERTY DETAILS

Street Address:	
Suburb:	
Lease term:	years months
Lease commencement date:	
Rent: \$	<input type="checkbox"/> weekly <input type="checkbox"/> monthly
Names of all other applicants:	
Number of Occupants	Adults: Children:
Ages of Children:	

PERSONAL DETAILS

Given name(s):
Surname:
Mobile:
Home Phone:
Work Phone:
Fax:
Email:
Date of Birth:

IDENTIFICATION

Drivers Licence No:	State:
Passport Number:	
Passport Issuing Country:	

EMERGENCY CONTACT DETAILS OF PERSON NOT RESIDING IN PROPERTY

Name:
Relationship:
Address:
Mobile:
Home Phone:
Work Phone:

CURRENT TENANCY DETAILS

Street Address:	
Suburb:	
Time at Address:	years months
Rent paid: \$	<input type="checkbox"/> weekly <input type="checkbox"/> monthly
Reason for Leaving:	
Name of Landlord/Agent:	
Landlord/Agent Phone:	
Landlord/Agent Email:	

PREVIOUS TENANCY DETAILS

Street Address:

Suburb:

Time at Address: From: To:

Rent paid: \$ weekly monthly

Name of Landlord/Agent:

Landlord/Agent Phone:

Was the bond refunded in full? Yes No

If No, please specify reasons why:

INCOME

Employment Income: weekly annually

Other Income: weekly annually

Other Income source(s):

CURRENT EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment: years months

PREVIOUS EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment To: From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:

Business Type:

Business Address:

Suburb: Postcode:

ABN:

Accountant Name:

Accountant Phone:

Accountant Email:

Accountant Street Address:

Suburb: State:

PROFESSIONAL REFERENCE

Reference Name:

Relationship:

Phone:

Email:

PROFESSIONAL REFERENCE 2

Reference Name:

Relationship:

Phone:

Email:

ADDITIONAL INFORMATION

Pets: Yes No

If yes, please state: Pet type:

Breed:

Pet age:

Will the pet be kept inside or outside:

Council registration:

Other relevant information for your application:

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application. Please note that in order for your application to be processed it is required that Photo ID and Proof of income be provided for **EACH APPLICANT**.

<input type="checkbox"/>	40 pts	Drivers Licence or Passport Photo Page (REQUIRED)
<input type="checkbox"/>	30 pts	Current Payslip / Proof of income (REQUIRED)
<input type="checkbox"/>	20 pts	Other Photo ID
<input type="checkbox"/>	20 pts	Birth Certificate
<input type="checkbox"/>	20 pts	Previous Two Rent Receipts
<input type="checkbox"/>	20 pts	Medicare Card
<input type="checkbox"/>	20 pts	Debit/Credit Card
<input type="checkbox"/>	20 pts	Bank Statement
<input type="checkbox"/>	20 pts	Utility Bill

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent amount: \$	Per week
Rental Bond (Four weeks rent):	\$
Payment of two weeks rent within 48 hours of application approval:	\$
Total amount of cleared funds required prior to collecting keys from the agent:	\$

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any other properties at your request.

Please read and sign below:

CONSENT

I, the Applicant, authorize the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My referees
3. The Agency may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
 - a. The landlord may use:

• NTD	1300 563 826	ntd.net.au
• TICA	1902 220 346	tica.com.au
• RPDATA	1300 734 318	rpdata.com.au
• BARCLAY MIS	1300 883 916	barclaysmis.com.au
• TRA	02 9363 9244	tradingreference.com
 - b. You may contact an RTD about personal information held about you by using the contact details provided above.
4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. Personal information collected about me to any third parties valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY

Signature

FOR OFFICE USE

APPLICATION RECEIVED BY: _____ DATE: _____