

Tenancy Application Form

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A: Property Details			
Application Address			
Inspection time			
Was the property upon your inspection in a reasonably clean and fair condition?			
Rent		Bond	
Commencement Date		Preferred Lease Term	
Adults		Children	
Vehicles		Pets	
How did you find out about this property?			
Internet	Counter list	Referral	
Board	Relocation company	Other (Specify)	
B: Personal details			
Name		Date of Birth	
Sex		Passport / Driver's licence	
Country		Expiry	
Mobile		Phone	
Email			
Current Address			
Postal Address			
Emergency Contact			
Relationship		Phone	
Address			
C: Biography			
D: Current Address			
Address			
Length of stay		From	
Monthly Rent		Was Bond fully refunded? (If no, why?)	
Landlord/Agent's Name		Phone	
Email			
Reason for leaving			
E: Previous Address			
Address			
Length of stay		From - To	

Monthly Rent		Was Bond fully refunded? (If no, why?)	
Landlord/Agent's Name		Phone	
Email			
Reason for leaving			
F: Student Details			
Name of Institution		Student No.	
Course Contact Name		Phone	
Source of Income		Net Weekly Amount	
Parent/Guardian name		Phone	
Address			
G: Current Employment			
Company Name			
Manager		Phone	
Email			
Company Address			
Industry		Position	
Nature of Employment		Length of Employment	
From Date			
Annual Salary		Gross Weekly	
H: Previous Employment			
Company Name			
Manager		Phone	
Email			
Company Address			
Industry		Position	
Nature of Employment		Length of Employment	
From Date		To Date	
Annual Salary		Gross Weekly	
I: Other Occupants			
Name 1		Phone	
Relationship		Age	
Email			
Name 2		Phone	
Relationship		Age	
Email			
J: Vehicles			
Primary Vehicle		Make	
Registration			
Other Vehicle		Make	
Registration			
K: Pets			

Name		Type	
Breed		Age	
Council Registration			
Tell us a little about your pet			
L: References			
Personal Ref.		Phone	
Relationship		Email	
Professional Ref. 1		Phone	
Relationship		Email	
Professional Ref. 2		Phone	
Relationship		Email	
M: Other Details			
Applications pending on other properties?			
Has your tenancy ever been terminated?			
Are you in debt to another landlord or agent?			
Have you ever been refused a rental property?			
Deductions ever taken from your Bond?			
Anything affecting future rental payments?			
Do you currently own a property?			
Considering buying a property soon?			
N: Why This Property Is Right For You?			
O: Declaration			
<p>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 this 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 premises and am not bankrupt.</p> <p>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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;</p> <p>I am aware that I may access my personal information by contacting. NTD: 1300 563 826 TICA: 1902 220 346 TRA: (02) 9363 9244</p> <p>If I declare 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. 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</p>			

(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) (h.) transfer water account details into my name		
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.		
Signature:	Date:	
P: Please Note		
Initial payment must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.		
Keys will not be handed over until the lease agreement has been signed by all applicants.		
This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any <u>circumstances arise whereby the property is not available for occupation on the due date.</u>		
Q: Supporting Documents Checklist		
100 points of identification	Points	Check
1) Passport	50	
2) Driver's licence	50	
3) Student ID Card	50	
4) Proof of age Card	50	
5) Medicare Card	20	
6) Copy of Mobile Phone Account	20	
7) Concession/Pension Card	10	
8) Utility bill	10 each	
* Please provide with 100 points of identification, and below supporting documents.		
Employment Letter/Contract		
Payslip (last 2 Payslips)		
Bank Statement (last 3 months)		
Parental Guarantee (if applicable)		
Valid VISA (if applicable)		
COE (if applicable)		
Reference Letter (if applicable)		
Others		
R: OFFICE USE ONLY		