

TENANCY APPLICATION FORM

APPLICANT REQUIREMENTS

LOCATION: MERIMBULA/TURA/PAMBULA/PAMBULA BEACH  
NO. B/R: .....RENT RANGE: .....REQUIRED BY: .....

APPLICANT DETAILS

NAME: ..... ADDRESS: .....  
DATE OF BIRTH: ..... DRIVER'S LICENCE NO.: ..... EXPIRY:.....  
CONTACT NO.: .....(H) .....(W).....(M)

OCCUPANCY DETAILS

NO. OF OCCUPANTS: ..... Adults: ..... Children: .....  
NO. OF PETS: ..... Type of pet: .....

RENTAL DETAILS

CURRENT ADDRESS: ..... HOW LONG AT THIS ADDRESS: .....  
CURRENT RENT: \$..... AGENT/LANDLORD: ..... PHONE: .....  
PREVIOUS ADDRESS: ..... HOW LONG AT THIS ADDRESS: .....  
CURRENT RENT: \$..... AGENT/LANDLORD: ..... PHONE: .....

EMPLOYMENT DETAILS

CURRENT EMPLOYER: .....  
CONTACT NAME: .....  
CONTACT PHONE: ..... POSITION HELD:.....  
LENGTH OF EMPLOYMENT: ..... NET WEEKLY INCOME: \$.....

EMERGENCY CONTACT

NAME: .....  
ADDRESS: .....  
CONTACT NO.: .....(H) .....(W).....(M)  
RELATIONSHIP: .....

REFERENCES

NAME: .....  
OCCUPATION: ..... CONTACT NO.: .....

NAME: .....  
OCCUPATION: ..... CONTACT NO.: .....

This application must be accompanied by a copy of the applicant's driver's licence or passport. If there are more than one applicant each applicant must complete an application and provide the same identification.

**Privacy Statement**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required by you is not provided by you, we may not be able to process your application and manage your tenancy.

**Application**

I, the applicant, apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the applicant, declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises.

I, the applicant, undertake to pay a rental bond and the first 2 weeks rent in advance to Merimbula Realty upon signing the Residential Tenancy Agreement.

.....  
Applicant's signature .....  
Date

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**TENANT SELECTION CRITERIA**

All tenancy applications must be accompanied by the following information:

1. Photographic identification - Current Driver's Licence and/or passport.
2. At least two references from previous landlords or real estate agents including their names and contact numbers.
3. Copies of previous rent receipts.
4. Proof of income.

On approval of an application to rent a property, all money must be paid in full, in cash or bank cheque. Our office reserves the right to allow for any changes to the above criteria. Should an applicant fail to meet our tenancy selection criteria the application may not be processed.