

**APPLICATION FOR TENANCY – Applications are processed in order of receipt.**

Thank you for your application. We endeavor to act as fast as possible and are restricted only by the responses to our questions regarding your application. You can assist by advising your referees regarding our requirements prior to you submitting your application. If all areas have been completed and no blanks left and we are able to contact your referees, we will be in touch within 24 hours of the first business day after your application is received.

If you are in a group/shared arrangement, one primary person must be selected to be the lessee. All other acceptable applicants will be deemed as occupants of the property. *Therefore, each adult who wishes to reside in the property completes an application form in full.* Applications that are incomplete will not be processed. You may submit this form by fax or in person.

Names of other applicants: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Attached to your application you will need to provide copies of the following:**

**Evidence of income – ONE (1) Proof of your current income – in the form of:**

- your most recent payslip
- if you are self employed, provide your accountants details or a copy of your latest tax assessment
- if you are starting new employment, a signed letter of appointment from your employer is sufficient
- or, a Centrelink Statement

**Appropriate Identification – TWO (2) Proofs of identification, such as the following:**

- Photo Identification (e.g. Driver's license)
- Passport
- Last four (4) rental receipts
- Birth Certificate (copy)
- Medicare Card
- Current Motor Vehicle Registration Papers
- Two (2) prior rental references
- Pension Card

All applications will be submitted to The National Tenancy Database for clearance. The property will remain on the market until a lease has been signed and 1 months rent (calculated on a calendar monthly basis) and your bond (the equivalent of 4 weeks rent) has been received. Signing a Lease - Allow at least 45 minutes to 1 hour.

**If your application is successful:**

You will be asked to sign a lease within 24 hours, or at a mutually agreeable time. At the signing of the lease you will need to provide 1 months rent (calculated on a calendar monthly basis) **bank cheque or money order only, along with a further amount equal to 4 weeks rent (as your bond) is due and you will also need to provide your direct debit banking details before you will be given the keys to the property. PLEASE NOTE: Initial Payment must be by BANK CHEQUE OR MONEY ORDER ONLY.**

**If your application is not successful:**

- You will be notified by phone or e-mail and
- Your application form will be destroyed

**Before completing this form please read the following:**

**LUTON Properties Privacy Statement**

Under the guidelines of the National Privacy Principles contained in the Privacy Act 1988, Luton Properties has prepared this statement which explains the types of personal information we keep on record and how we may use that information. We require you to provide us with personal information in this application for the purpose of processing your application for tenancy for this property. The processing of your application will involve the disclosure to the lessor the information contained in this form in order for the lessor to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement. Part of this process is to verify the information that you have given with the nominated contacts provided in your application. By signing this statement, you are agreeing to allow Luton Properties staff to ask the questions that they require, to assess your suitability to be considered for this tenancy. If you do not provide us with the requested information or permit us to confirm the information provided, we will not be able to process your application for tenancy. Luton Properties will not use the information provided by you for any other purpose than the purpose described above. If your application is unsuccessful then Luton Properties policy is to destroy your application form in order to protect your right to privacy. Access to information collected - You may request access to any personal information we hold about you. Records will be made available upon written or verbal request. We have 7 days to provide this information. If you believe that the personal information we hold about you is incorrect, incomplete or inaccurate, then you may request amendment of it by contacting our Customer Service Manager on 1800 118 818.

**I have read and agree with Luton Properties Privacy Statement:**

Sign here \_\_\_\_\_ Date \_\_\_\_\_

**Manuka**  
12-14 Bougainville Street  
Manuka, ACT 2603  
Ph: 02 6260 7080 | Fax: 02 6260 7455  
**Woden**  
Shop 1, Sky Plaza  
Woden, ACT 2606  
Ph: 02 6281 6900 | Fax: 02 6281 4644

**Dickson**  
1-2 Dickson Square  
Dickson, ACT 2602  
Ph: 02 6230 0005 | Fax: 02 6230 5180  
**Tuggeranong**  
6/205 Anketell Street  
Tuggeranong, ACT 2900  
Ph: 02 6293 2323 | Fax: 02 6293 3336

**Belconnen**  
Shop 4, Lakeview Square  
Belconnen, ACT 2617  
Ph: 02 6253 2323 | Fax: 02 6253 2327  
**Kippax**  
7/12-16 Hardwick Crescent  
Holt, ACT 2615  
Ph: 02 6162 0099 | Fax: 02 6162 0080

**Weston Creek**  
27-32 Brierly Street  
Weston Creek, ACT 2611  
Ph: 02 6287 1600 | Fax: 02 6287 1611

**If this section is not signed we will be unable to process this application.**

## EXPLANATORY NOTES

1. For the purpose of the commencement date of this Tenancy Agreement, rent is waived from the date of signing the Tenancy Agreement to the date of commencement of the Tenancy Agreement.
2. The tenant has 2 weeks (14days) to verify and return the Condition Report to the Managing Agent in the ACT and 1 week (7 days) in NSW – as per the requirements of the ACT Office of Rental Bonds and the NSW Office of Fair Trading. If not signed and returned within the required time, the original will be used by the Agent for all future reference.
3. All maintenance and repairs are to be referred to the Managing Agent/Lessor in writing except in the case of an emergency. A list of emergency trades people has been supplied (see attached). In normal circumstances, failure to obtain the Lessor's permission could result in the Tenant/s being liable for the payment of the account. If a tradesperson is called and it is proven no repair was required (e.g incorrect use of the item or tenant's unawareness of the appliance function etc) the service call shall be the responsibility of the Tenant/s.  
If a tradesperson is not permitted access during normal working hours by the Tenant/s, the after hours service fee will be payable by the tenant. Please note as per the Act 1997 3.3 Section 30 Items 1, 2 & 3 and inline with the Inventory and Condition Report, the tenant agrees that all fittings and fixtures at the property will be maintained throughout the tenancy e.g. Tap washers, light bulbs, smoke alarm batteries etc.
4. It is the tenant/s responsibility to yield all keys and any receipts for cleaning to the Managing Agent at the final inspection. If the premise is not cleaned to our Company standard, the garden tidy and keys ready to be handed over at the prearranged time, a new time will be made and the rent will be charged up to and including that day. Please note that under no circumstances will final inspections be conducted on weekends, public holidays, during the Christmas/New Year break or after 4.00pm on a weekday.
5. It is expected that the grounds will be maintained to the same standard they were in at the commencement of the tenancy and in line with the current ActewAGL water restrictions which are available at [www.actewagl.com.au](http://www.actewagl.com.au). No lopping or pruning of trees is to be performed without the consent of the Managing Agent/Lessor. At no time may the tenant park motor vehicles, boats, trailers, caravans, motorbikes on the nature strip or lawns.
6. The first inspection will be performed one month after occupancy and every six months thereafter. If we are not satisfied with the manner in which the property is being maintained at any one of the scheduled inspections, a follow-up inspection will be conducted approximately two weeks later.
7. The tenant is responsible for payment of **100%** of all water consumed at the property whilst in occupation. (If applicable the tenant upon entering the property and upon vacating will be responsible for the reading of the water meter, (NSW Residential Tenants). The water usage will be calculated on a daily pro rata basis.
8. A copy of The Renting Book is available from (ACT) [www.ors.act.gov.au](http://www.ors.act.gov.au) (NSW) [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)
9. No Pets are allowed at the premises without written permission from the Managing Agent/Lessor.
10. Tenants are responsible for their own Contents Insurance to cover personal belongings together with Public Liability.
11. The Tenant/s agrees that access to show the property will be granted at a mutually agreeable time once every 7 days for a maximum period of 45minutes, either when a Notice to Vacate has been submitted or the property is listed for sale with Luton Properties as per clause 81 of the Standard Terms.
12. It is agreed that when a rent increase is implemented the new calendar monthly rent will be automatically deducted on the day that the rent increase take effect from the nominated bank account unless otherwise advised in writing.
13. I/We agree not to smoke in the property at any time during the tenancy, as this is a smoke free property.
14. I/We agree all rent is to be paid on 1<sup>st</sup> of each month by direct debit, calendar monthly in advance. If the funds are not available and the payment is rejected by the bank, I agree to pay a \$35.00 administration fee to Luton Properties.

**Signed by the tenant/s** \_\_\_\_\_ **Date** \_\_\_\_\_

**Note:** The Uncollected Goods ACT 1996 provides that in circumstances where the Lessor receives goods and personal property pursuant to an agreement under which the Tenant/s was to collect the goods and personal property at a certain time or within a certain period and has failed to do so, the Lessor may remove the goods and personal property and store them and request that the tenant collect them within 7 days. If the goods and personal property are not collected the lessor may dispose of the goods and personal property in accordance with the provisions of the Uncollected Goods Act 1996

## APPLICATION FOR TENANCY

To process your application you must answer all questions. Please write clearly in block lettering.

**Property Details**

How did you find this property?  Newspaper  Internet  Local agent

Property Address Applied For: \_\_\_\_\_

Lease commencement date: \_\_\_\_\_ Length of tenancy: \_\_\_\_\_  
 \_\_\_\_\_ Yrs \_\_\_\_\_ Mths

How many people will occupy the property? Adults \_\_\_\_\_ Children \_\_\_\_\_ Weekly rent \_\_\_\_\_  
 Ages \_\_\_\_\_ Pets \_\_\_\_\_

**Applicant Details** Title:  Mr  Mrs  Ms  Miss  Dr  Prof

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Current address: \_\_\_\_\_

Phone number/s: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

(Email) \_\_\_\_\_ D.O.B: \_\_\_\_\_

Marital Status:  married  single Car rego: \_\_\_\_\_

Current/Previous Lessor or Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ /wk Length of tenancy: From (date) \_\_\_\_\_ to \_\_\_\_\_

Was your bond fully refunded?  Yes  No If not, why not? \_\_\_\_\_

**History**

Where have you lived for the past 5 years? Please start with your most current address. If you do not provide phone numbers we will not be able to process your application.

Address	from/to	rent paid	lessor name & phone number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<p><b>Identification</b> - Attach a copy of each ID used to reach 100 point value of ID to this application. One Photo ID is essential. Please provide 100 points of ID from any combination of this list.</p> <p>Driver's licence no#: _____ State of issue _____ Expiry: _____</p> <p>Registration papers: _____</p> <p>Pension card: _____</p> <p>Passport number: _____ Country of issue: _____</p> <p>Copy of Birth Certificate: _____ Country of birth: _____</p> <p>Medicare Card: _____</p> <p>Prior rent receipts for 1 month: _____</p> <p>2x prior rental reference (written): _____</p> <p>All applications will be submitted to the National Tenancy Database (NTD) for clearance.</p>	<p><b>Office use only:</b></p> <p><input type="checkbox"/> Sighted 40 points COF</p> <p><input type="checkbox"/> Sighted 10 points COF</p> <p><input type="checkbox"/> Sighted 20 points COF</p> <p><input type="checkbox"/> Sighted 40 points COF</p> <p><input type="checkbox"/> Sighted 20 points COF</p> <p><input type="checkbox"/> Sighted 20 points COF</p> <p><input type="checkbox"/> Sighted 20 points COF</p> <p><input type="checkbox"/> Sighted 20 points COF</p> <p>Total: _____</p>
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**Office use only:** NTD  Approved  Declined

## Employment

A current copy of your pay slip will be required COF

Employer's (company) name: \_\_\_\_\_ Position held: \_\_\_\_\_

Employer's address: \_\_\_\_\_ Period of employment: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Employer's phone No#: \_\_\_\_\_

## Self-Employment

Name of business: \_\_\_\_\_ ABN: \_\_\_\_\_

Industry: \_\_\_\_\_ How long have you been self-employed? \_\_\_\_\_ Yrs \_\_\_\_\_ Mths

Accountant: \_\_\_\_\_ Accountant's Ph: \_\_\_\_\_ Mob: \_\_\_\_\_

Note: if you do not derive an income from employment or are a student, unemployed or receives an alternative type of income, please provide details on a separate document.

If you are under 18 years of age or are a student, you may require a rental guarantor.

## Referees

Fill in all details for referees. All phone numbers supplied must be contactable during business hours as all references are phoned. References (not relatives)

Personal Reference 1 \_\_\_\_\_ Phone (bh): \_\_\_\_\_

Personal Reference 2 \_\_\_\_\_ Phone (bh): \_\_\_\_\_

Personal Reference 3 \_\_\_\_\_ Phone (bh): \_\_\_\_\_

Are you an Australian Citizen?  Yes  No

Do you have any pets?  Yes  No If yes, how many and what type? \_\_\_\_\_

I acknowledge that no pets can be kept, unless discussed with the Property Manager & a Pet Clause is added.

Person to contact in an emergency (not going to live in the same house)

Relationship: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ Phone: (h) \_\_\_\_\_ Mobile: \_\_\_\_\_

## Payment of rent

Rent is to be paid by direct debit on the 1st of each month at \$ \_\_\_\_\_ per calendar month.

Calender Monthly Calculation:

Rent per week, divided by 7, times by 365, divided by 12 = \$per C/Month

## DECLARATION

I, the applicant, do solemnly and sincerely declare that I am not an undischarged bankrupt; that I have never been refused insurance nor had a policy of insurance cancelled and affirm that the above information is true and correct and given of my own free will; that the rental to be paid is within my means and that I have inspected the above mentioned premises and wish to take a tenancy of the premises as inspected. I acknowledge that this application is subject to the Lessor's approval. I authorize the agent to obtain personal information about me from: The owner or agent of my current or previous residences; my personal referees for this application, my current and past employers; any person who maintains any record, listing or database of defaults by tenants. I authorize and consent to each of those persons providing requested personal information about me to the agent. If I default, I agree the Agent may disclose these details to any relevant parties. I am aware that the agent will use and disclose my personal information in order to - communicate with the owner and tenant, prepare lease tenancy documents, allow trades people or equal organizations to contact me, lodge/claim/transfer to/from the Residential Tenancies Bond Authority, Refer to Tribunals/Courts and Statutory Authorities (where applicable), refer to collection agents/lawyers (where applicable). I am aware that if information is not provided or I do not consent to the uses to which this information is put the Agent cannot provide me with the lease/tenancy of the premises.

**Signed by the Applicant:** \_\_\_\_\_ **Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed by signed:** \_\_\_\_\_ **Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Upon submitting this application, please understand the following conditions;

- If your application is successful, you must be available to sign a tenancy agreement within 24 hours, or at another mutually agreed time.
- 1 months rent (calculated on a calendar monthly basis) is payable upon signing the lease if your application is successful. In addition, prior to taking possession of the keys or the commencement of your tenancy period, a sum equal to 4 weeks rent must be paid which will be lodged with the Bond Board as a security bond. All initial payments must be bank cheque/money order, payable to Luton Properties. We do not accept cash.
- A condition of this tenancy agreement is that all rents are to be paid via direct debit. Full bank details must be supplied and forms completed, prior to commencement of the tenancy.
- You agree to take the property as it was inspected.
- Keys will not be available for pick up until the lease start date, all required monies paid and all relevant documents completed and only during office hours.
- All rent is to be paid on 1<sup>st</sup> of each month by direct debit, calendar monthly in advance

I/We understand that the information provided will form part of the Tenancy Agreement and that my application will be approved on this basis. I/we understand that if this property is currently tenanted or under construction/re-construction, this application will be processed subject to the availability of the property on the due date and no action shall be taken by the applicant against the lessor or the agent should any circumstance arise whereby the property is not available for occupation on the due date. I have also read and understand the "Explanatory Notes" that will form a part of the lease agreement.

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Don't forget:** Should you be the successful applicant, you will need to organise utilities such as electricity, gas and phone connection for your convenience.

**Contact Details:** Please contact your Property Manager at the respective office.

**Manuka**  
12-14 Bougainville Street  
Manuka, ACT 2603  
Ph: 02 6260 7080 | Fax: 02 6260 7455  
**Woden**  
Shop 1, Sky Plaza  
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