

Application Form

Please ensure an application is completed for each person intending to reside at the property.



PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

NEXT OF KIN

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

City Beach Properties

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PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:	
Employer's Address:		
Contact Name (payroll / manager):	Contact Number:	
Length of Employment: From	to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

RESERVATION FEE (to be completed for NSW properties only)

NSW ONLY - Complete this section if you wish to reserve the property for a period of time.

The Reservation Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Reservation Period).

The Agent undertakes that:

- No other Reservation Fee has been received for the premises;
- The whole Fee will be refunded if the landlord decides not to enter into a residential tenancy agreement with the Applicant for the premises during the Reservation Period;
- The whole Fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant;
- If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Reservation Fee of \$_____. The Applicant understands that, should they decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the Fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name

Signature

Date

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 per week, or \$ rent per calendar month

First payment of rent in advance: (2 weeks)	\$
Rental Bond (4 weeks rent)	\$
Subtotal	\$
Less Reservation/Holding Fee (if applicable):	\$
Amount payable upon signing Tenancy Agreement:	\$

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.

Applicant Name

Signature

Date

OFFICE USE ONLY

IDENTIFICATION REQUIRED - The following identification has been photocopied and is attached to this application

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
Drivers License	<input type="checkbox"/>		Previous 2 Rent Receipts	<input type="checkbox"/>	
Passport	<input type="checkbox"/>		Bank Statement	<input type="checkbox"/>	
Other Photo ID	<input type="checkbox"/>		Telephone Account	<input type="checkbox"/>	
Current Wage Advice	<input type="checkbox"/>		Electricity Account	<input type="checkbox"/>	
Previous Tenancy Reference	<input type="checkbox"/>		Gas Account	<input type="checkbox"/>	

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date