

# APPLICATION FOR RESIDENTIAL TENANCY



**IMPORTANT- TO CONSIDER YOUR APPLICATION, WE REQUIRE YOU TO:**

- ✓ **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- ✓ Read and Sign the **Privacy Act Acknowledgment Form**
- ✓ **Provide identification to pass our 100 POINT CHECK**

## PROOF OF IDENTIFICATION- 100 POINT CHECK

**WE REQUIRE EACH APPLICANT TO PROVIDE THE FOLLOWING IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE.**

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/>	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Current Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (with Address)	40 Points
1 <input type="checkbox"/>	Current Driver's Licence- with Photo	40 Points
2 <input type="checkbox"/>	Proof of Age Card- with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	40 Points
3 <input type="checkbox"/>	Medicare Card	40 Points
3 <input type="checkbox"/>	Citizenship Certificate	40 Points
3 <input type="checkbox"/>	Birth Certificate	40 Points
3 <input type="checkbox"/>	Debit/Credit Card (photocopy)	40 Points

### **Processing and Application Acceptance/Non Acceptance PLEASE READ CAREFULLY**

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT- We are unable to give any reason for non-acceptance if your application is not approved for tenancy**
- Should your application be accepted, **you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible. You will be asked to pay the money by postal order or cheque.**
- **Water Charges may also apply- please check with the property manager.**
- It is a tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.  
We can assist you through **Direct Connect**





**J. APPLICANT TWO- DETAILS**

20. Please give us your details

Mr  Ms  Miss  Mrs  Other Surname  Given Name/s Date of Birth Driver's licence number Driver's licence expiry date Driver's licence state Passport no. Passport country Pension no. (if applicable) Pension type (if applicable) 

21. Please provide your contact details

Home phone no. Mobile phone no. Work phone no. Fax no. Email address 

22. What is your current address?

  
 Postcode**K. APPLICANT HISTORY**

23. How long have you lived at your current address?

 Years  Months

24. Why are you leaving this address?

25. Landlord/Agent details of this property (if applicable)

Name of landlord or agent Landlord/agent's phone no. Weekly Rent Paid  \$

26. What was your previous residential address?

  
 Postcode

27. How long did you live at this address?

 Years  Months**K. APPLICANT HISTORY-cont'd**

28. Landlord/Agent details of this property (if applicable)

Name of landlord or agent Landlord/agent's phone no. Weekly Rent Paid Was bond refunded in full? If not why not? **L. EMPLOYMENT HISTORY**

29. Please provide your employment details

What is your occupation? What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL) Employer's name (inc. accountant if self employed or institution if student) Employer's address   
 PostcodeContact name Phone no. Length of employment  Years  MonthsNet Income  \$

30. Please provide your previous employment details

Occupation? Employer's name Length of employment  Years  MonthsNet Income  \$**M. OTHER INFORMATION**

31. Car Registration

32. Please provide details of any pets

Breed/type  Council registration / number   
1.   
2.