

Basso Real Estate

Tenancy Application

PROPERTY _____

Commencement Date _____ **Weekly Rental** _____ **Term of lease** _____

Number of proposed occupants _____ **Adults** _____ **Children** _____ **Ages** _____

Pets _____ **Please state** _____

SURNAME _____ **GIVEN NAMES** _____

DATE OF BIRTH _____ **DRIVERS LICENCE NO/PASSPORT NO** _____

PHONE /MOBILE _____ **EMAIL** _____

CURRENT ADDRESS _____

RENT PAID \$ _____ **How long at this address** _____ **weeks /months/ years**

LANDLORD / FAMILY / AGENT _____ **PHONE** _____

Reason for leaving _____ **(if sold, name of agent)** _____

PREVIOUS ADDRESS _____

RENT PAID \$ _____ **How long at this address** _____ **weeks /months/ years**

PREVIOUS LANDLORD / FAMILY / AGENT _____ **PHONE** _____

Reason for leaving _____ **(if sold, name of agent)** _____

CURRENT OCCUPATION / COURSE / BENEFITS (please circle) _____

Employer / College / Benefit _____ **Position** _____

Address _____ **Phone** _____

How long there _____ **Gross Wage \$** _____ **per** _____

Contact Name _____ **Contact Position** _____

PREVIOUS OCCUPATION / COURSE / BENEFITS (Please circle – only if current is less than 6 months)

Employer / College / Benefit _____ **Position** _____

Address _____ **Phone** _____

Contact Name _____ **Contact Position** _____

How long there _____ **Gross Wage \$** _____ **per** _____

Other income / assistance / maintenance (please circle) \$ _____ **per** _____

PLEASE ATTACH PROOF ON INCOME – one or all of the below

(Pay slips, bank statement, Centrelink income statement, child support assessment, tax return)

PLEASE TURN PAGE OVER

CHARACTER REFERENCE (other than a relative or employer) _____

Address _____

Phone No. AH _____ BH _____

NEXT OF KIN (not partner)

Name _____ Relationship _____

Address _____

_____ Phone Nos _____

I declare that the above information is true and correct and accept that the Real Estate Agency may conduct independent reference and credit checks on this application.

Dated: _____ Signed: _____

NOTE: Processing of applications usually takes approximately 48 hours, with all references being contacted. If we cannot reach a referee then this will hold up your application. Business hour/mobile phone numbers for all the above references will help speed up the processing of applications.

PLEASE READ:

1. The bond must be paid separately by **Bank Cheque or Money order and made payable to RTBA** (Residential Tenancies Bond Authority)
2. Rent in advance can be paid in cash, bank cheque or money order. All future payments can be made direct debit or deposit book to the Commonwealth Bank.
3. Property keys will not be handed over until leases and Bond Lodgements Forms have been signed by all parties and all monies paid.
4. The tenant hereby confirms that the property they are applying for has been inspected prior to this application being submitted.
5. Will you be applying for assistance from the Director of Housing? YES / NO
6. Applications may take 4-7 days to process; contact will always be made no matter the outcome.
7. Bond and/or Rent in Advance **MUST** be paid within 24 hours of acceptance or we cannot guarantee the property will be secured for you.

TENANT PRIVACY STATEMENT

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, your personal information may be disclosed to:

- The landlord
- The landlord's lawyers or mortgagee
- Referees / next of kin you have nominated
- Organisations / tradespeople required to carry out maintenance to the premises
- Rental bond authority
- Collections agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025)
- Other Real estate agents and landlords

Applicants Name: _____ Contact Number (B/H): _____

Applicant's signature: _____ Date _____

Please ensure the following are complete before handing in your application. Applications will not be accepted if the following is not attached:

- Proof of income
- Photocopy of ID
- Signed declaration & privacy statement (this page)