

New Tenancy Application

This form is required in order to apply for a property. It must be completed fully to be considered as a possible tenant for the property. All applications are checked

and then forwarded to the landlord for final approval. Please make sure all relevant information is attached to this application.

Property address:

Rent:

\$ per week

\$ per fortnight

\$ per month

Term:

Months:

Commencing on:

Number of occupants:

Pets:

Smokers:

Two weeks rent payable in advance \$

Bond (four weeks rent) \$

Total payable \$

Type of pets:

Personal details applicant 1:

Name:

Age:

Date of birth:

Home:

Work:

Mobile:

Drivers license:

email:

Other:

Personal details applicant 2:

Name:

Age:

Date of birth:

Home:

Work:

Mobile:

Drivers license:

email:

Other:

Rental history applicant 1:

Current address:

Time at current address:

Current rent:

Landlord/agent name:

Landlord/agent address:

Phone:

Mobile:

Previous address (if less than 12 months):

Reason for vacating:

Rental history applicant 2:

Current address:

Time at current address:

Current rent:

Landlord/agent name:

Landlord/agent address:

Phone:

Mobile:

Previous address (if less than 12 months):

Reason for vacating:

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Employment applicant 1:

Occupation:
Business name & address:
Phone:
Fax:
email:
Time at current job:
Income \$
Other income sources:

Employment applicant 2:

Occupation:
Business name & address:
Phone:
Fax:
email:
Time at current job:
Income \$
Other income sources:

References applicant 1:

Name:
Address:

Phone:
Mobile:

References applicant 2:

Name:
Address:

Phone:
Mobile:

Emergency contact information:

Name and address of relative/friend
Incase of emergency:

Home:
Work:
Relationship to applicant:

Emergency contact information:

Name and address of relative/friend
Incase of emergency:

Home:
Work:
Relationship to applicant:

Applicant 1 signature:

Applicant 2 signature:

Please fax completed application form to:

8969 6877



New Tenancy Application

I, the applicant, do solemnly declare that I am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy for such premises for a period of [] weeks at a rental of \$ [] per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon signing of a Tenancy Agreement.

I/we [] trading as [] the Real Estate Agents, acting for the owner of the above premises acknowledges receipt of the above application and the accompanying Reservation Fee and agree:

- i) to reserve the premises for the period and in accordance with the conditions above stated,
- ii) to notify the applicant within the reservation period whether or not the application has been approved;
- iii) and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the premises.

Notice

If you dispute part or all of the amount specified by the agent in this itemised account, and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. By law legal action to recover the amount specified in the itemised account cannot be commenced until 28 days after it has been served on you.

Reservation fee conditions

In accordance with clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee, referred to in this Application for tenancy form subject to the following;

Initial payment must be paid in cash/bank cheque or money order. Personal cheques will not be accepted.

1. The applicant has paid a reservation fee of \$ [] equivalent to [] days rent to reserve the premises in favour of the applicant for a period of [] days from [] to [] (the reservation fee is calculated on the basis that day reserved equals one days rent, subject to a maximum of seven days rent)

2. The premises will not be let during the reservation period pending the making of a Residential Tenancy Agreement.

3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.

4. If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out repairs or other work specified below and the landlord does not carry or the repairs or other work during the reservation period, the whole of the fee will be refunded.

5. If the prospective tenant decides not to enter into such an agreement and the premises were not let or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee

6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential premises concerned.

Details of any repairs or other work to be carried out by the Landlord;

Privacy policy

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful maybe disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference database. Information already held on tenancy database may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under the agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy references database and/or other agents. If the applicant would like to access the personal information the agent holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is incorrect, incomplete or out of date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

Applicant 1 signature:

Applicant 2 signature:

Application Checklist

In order for your application to be processed we require the following;

1. Copy of Drivers License	<input type="checkbox"/>
2. Copy of Passport/Visa (If in Australia for less than 2 years)	<input type="checkbox"/>
3. Most recent rental ledger or proof of regular rent payments	<input type="checkbox"/>
4. Copy of electrical/gas bill	<input type="checkbox"/>
5. Copy of rate notice if current property is owned by you or relative	<input type="checkbox"/>

Consent for checking personal and employment information

(this is a requirement under the Privacy Act)

Name Applicant 1:

Address:

Name Applicant 2:

Address:

I/we, the applicant/s acknowledge and consent to the agent verifying personal, employment and tenant history references.

Signatures

Signature:

Please note: This form will be forwarded to persons providing references.

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