

## RENTAL APPLICATION FORM

### Terms & Conditions Of Application

**Applicants must complete a separate Tenancy Application in full before they will be processed.**

Tenancy applications are also available from our website, [mypropertyshop.biz](http://mypropertyshop.biz).

If your application is successful, we require within 24 hours you to pay the first two weeks rent which will secure this property for you. At this time we will also need your full bond payment. Unfortunately we do not accept Bond Transfers.

All applicants **MUST** be present to sign the Tenancy Agreement, Annexure A, Body Corporate By Laws and Bond Lodgement. The keys will not be released unless all occupants have signed these documents, shown photo identification and paid all monies in cleared funds and in full. You will also receive a Condition Report; we recommend you thoroughly check this report prior to moving your belongings into the property. You must return the condition report to our office within 3 days of receiving it.

All Tenancy Applications are referred to TICA for confirmation of details supplied.

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

In most instances we are able to process your application in the first 48 hours of receiving it, providing your application is completed in full and all your person references are contactable. Please email your completed application to [info@mypropertyshop.biz](mailto:info@mypropertyshop.biz)

I have read and agree to the above Terms & Conditions. Signed:

### **REQUIRED IDENTIFICATION & DOCUMENTS**

Your application will not be processed unless you provide photocopies and originals (for sighting) of 100 points of ID including at least one form of photo identification. Please attached copies to this application form.

- |  |           |
|--|-----------|
| <input type="checkbox"/> Last four rent receipts/ Rates notice                             | 50 points |
| <input type="checkbox"/> Bond refund History   | 40 points |
| <input type="checkbox"/> Drivers Licence   | 30 points |
| <input type="checkbox"/> Passport  | 30 points |
| <input type="checkbox"/> Copy of birth Certificate   | 20 points |
| <input type="checkbox"/> Current Motor Vehicle Registration                                | 20 points |
| <input type="checkbox"/> Copy of previous accounts (Telstra, Energex, Gas, Bank Statement) | 10 points |
| <input type="checkbox"/> Other photo ID  | 10 points |

Please provide (where possible) copies of your three most current pay slips.

---

## APPLICATION FOR RESIDENTIAL TENANCY

The pages/sections of this application must be completed in full & signed or your application will not be processed.

### PROPERTY ADDRESS

--

### APPLICANTS DETAILS

Name:		
Date Of Birth:     /     /		
Contact No. Home	Work	Mobile
Email Address		Fax No
Number of dependants to reside in property	Total Occupants	<i>(You must list ALL occupants names below)</i>
Full name & ages of all persons other then applicant (including children) wishing to occupy the premises:		
Name:	Age:	
Name:	Age:	
Name:	Age:	
Car Registration	Drivers Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID
No. of cars to be kept at property	Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No		
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		

### TERM & LENGTH OF LEASE REQUESTED

Fixed Term Tenancy:            years            months
Commencement/Move In Date:

### CURRENT RESIDENTIAL DETAILS

Address:		
<input type="checkbox"/> Rented \$            per week	<input type="checkbox"/> Owned	
Name of Real Estate or Lessor		
Address	Phone	Fax
Period of occupancy     /     /     to     /     /		
Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why:		

**PREVIOUS RESIDENTIAL DETAILS**

Address		
<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate or Lessor		
Address	Phone	Fax
Period of occupancy / / to / /		
Reason for leaving		
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

**PERSONAL REFERENCES** (Does not include relatives or anyone living with you)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

**INCOME DETAILS** (ALL INCOME IS NET OR TAKE HOME "PER WEEK ")

Occupation		
Period of employment		
Employer	Weekly wage \$	
Address	Phone	Fax
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual ( hours per week)
If less than 6 months Previous Employer		
Occupation		
Period of employment		
Address	Phone	Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual ( hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$	
Student Identification No.		
Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date / /	
<input type="checkbox"/> Pensioner Type	Allowance \$	
<input type="checkbox"/> Unemployment benefit	Allowance \$	
<input type="checkbox"/> Self Employed	Allowance \$	
Business Name:	ABN:	
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$	

## AUTHORITY & PRIVACY DISCLAIMER

Applicants Name:

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises. The rent to be paid is within my means and I agree to pay the required bond amount.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, tenant default agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first two weeks rent to secure the property. In the event that the application is successful and acceptance is communicated and the first two week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

I, the applicant agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

Applicants Signature:

Date / /

Agent To Witness: