

## APPLICATION FOR TENANCY

*Note: You or your representative must view the property before an application can be submitted.*

### 1. Rental Property Details

Property Address:		
Lease Commencement Date:	Lease Term:	6mth      12 mth
Rent: \$		per week

### 2. Applicant's Details

Name:	Age:	Date Of Birth:
Home Ph:	Work Ph:	Mobile Ph:
Email:	Smoker:	Yes / No
Next Of Kin:	Contact Ph:	
Driver's License No:	State of Issue:	

### 3. Applicant's Address History

Current Address:		
Dates of Occupancy:	Situation: Renting thru Agent / Private Rental / Owned / Other	
Landlord / Agents Name:	Ph:	
Rent: \$	pw	Reason for Leaving:
Previous Address:		
Dates of Occupancy:	Situation: Renting thru Agent / Private Rental / Owned / Other	
Landlord / Agents Name:	Ph:	
Rent: \$	pw	Reason for Leaving:
Have you ever been evicted from a premises?		
Are you currently in debt to a Landlord or Agent?		
Have any deductions been made from your rental bond?		

### 4. Applicant's Employment

Company Name:	Position:	
Duration Employed:	Wkly Income: \$	FullTime / Part Time / Casual
Employer Contact Name:	Employer Contact Ph:	

**5. Employment ...continued**

Previous Company:		Position:
Duration Employed:	Wkly Income: \$	FullTime / Part Time / Casual
Employer Contact Name:		Employer Contact Ph:

If you are self-employed or own your own business, complete the following section

Reg. Name of Business:	ABN:
Address:	Length of time in Business:
Personal Net Income per Week: \$	
Major Creditor:	Contact Ph:
Company Accountant:	Contact Ph:

**6. Pets**

Type/Breed:	Number:
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**7. Vehicle Ownership**

Make & Model / Year
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**8. Personal / Business References**

Name:	Occupation:
Ph:	Relationship:

**9. Attached Documentation**

For Your Application to be Processed it Must Include the following:

Photo ID  Proof of Income

Additionally, Please Attach Any 1 or All of the Following to Assist in the Processing of Your Application;

Reference  Centrelink Card  Bank Statement   
 Driver Lic.  Rent Ledger  Passport

**10. Occupants Residing at Property**

Total No. of Adults:	Total No. of Dependents:
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Additional applicants who will reside at the property (excluding applicant)

Name:	Age:
Name:	Age:
Name:	Age:
Name:	Age:

## 11. PRIVACY STATEMENT & APPLICANT SIGNATURES

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenants credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, 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, salespersons, database 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 agents and/or other agents.

I am aware that if information is not provided or I do not consent to the users to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that you may access personal information on the contact details above.

Applicants Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

### Rental Reference Request

OFFICE USE ONLY

To: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide the following information for the tenant & property listed below:

Tenants Name/s: \_\_\_\_\_

Who Resided at: \_\_\_\_\_

Rental Period: From \_\_\_\_\_ To \_\_\_\_\_

Termination of Lease: By Tenant / By Agent

Wkly Rental Amount \$ \_\_\_\_\_ REC'D on TIME / YES / NO / MOSTLY

Breaches Issued: Yes / No Reason for Breach: \_\_\_\_\_

Were Routine Inspections Completed: Yes / No  
 Condition: \_\_\_\_\_

Was the Property left clean & undamaged? Yes / No

Was the Bond refunded in full? Yes / No

Would you rent to this tenant again? Yes / No

General Comments: \_\_\_\_\_

PLEASE EMAIL COMPLETED FORM & ATTACH A FULL TENANT LEDGER TO:  
 THE PROFESSIONALS PARADISE POINT - [rentals@northgc.com.au](mailto:rentals@northgc.com.au)

Requested by: \_\_\_\_\_

**TICA** We are members of TICA.  
 TICA DEFAULT TENANCY CONTROL SYSTEM is the largest tenant database operating throughout Australia and New Zealand.

## APPLICATION CHECKLIST

Have you completed all relevant fields on the application form?

Have you attached, at least, the following documentation?

- **Proof of Income** (eg 3 consecutive & most recent payslips)
- **Copies of Photo ID**
- **Contact Details of Previous Rental History**   
 (ie Fill in Section 3 on front page)

**FAILURE TO PROVIDE THESE DOCUMENTS  
 WILL RESULT IN DELAY PROCESSING THE APPLICATION.**

TO AVOID DISAPPOINTMENT, SUBMIT THIS FORM TO  
 PROFESSIONALS PARADISE POINT  
 AS SOON AS POSSIBLE

In Person : 30 The Esplanade, Paradise Point, 4216  
 By Email : [rentals@northgc.com.au](mailto:rentals@northgc.com.au)

