

APPLICATION FOR TENANCY

Each adult over the age of 18 years must complete an 'Application for Tenancy' form.
Please ensure all documentation is copied and attached prior to returning this form to our office. Applications should not be submitted until you have viewed the property & wish to apply.

Address of Premises Applying For:			
Advertised Rent per Week: \$	Proposed Lease Start Date:	Lease Length: <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 months	
RELEVANT DOCUMENTATION TO BE ATTACHED TO THIS APPLICATION BEFORE IT CAN BE PROCESSED:			
Identification:	<input type="checkbox"/> Australian Driver's License / Passport / Proof of Age Card <input type="checkbox"/> Credit Card/Bank Card <input type="checkbox"/> Medicare Card <input type="checkbox"/> Two (2) Recent Pay Advices / a Letter of Confirmation of Employment and Salary / Centrelink Statements		
APPLICANT DETAILS:			
Full Name:	Have You Been Known by Another Name: <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Name:	
Phone: (H)	Mobile:		
Email:			
Date of Birth:	Driver's License #:	Passport #:	
Current Address:			
Number of Occupants – Adults:	Children:	Ages of Children:	
Number of Vehicles:	Registration Numbers:		
Do You Have Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No #_____	Pet Type/Breed:	Are You a Smoker: <input type="checkbox"/> Yes <input type="checkbox"/> No	
NEXT OF KIN/EMERGENCY CONTACT:			
Full Name:	Relationship to You:		
Phone (H):	Mobile:	Email:	
Current Address:			
REFEREES (From Unrelated Persons)			
Name:	Company:		
Phone:	Email:		
Name:	Company:		
Phone:	Email:		
CURRENT ADDRESS			
Address:			
Landlord/Agent:	Phone:	Email:	
Rent: \$ _____ per Week/Fortnight/Month	Period of Tenancy:	From:	To:
Reason for leaving:			
Was your bond returned in full: <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, why?		
PREVIOUS ADDRESS			
Previous Address:			
Landlord/Agent:	Phone:	Email:	
Rent: \$ _____ per Week/Fortnight/Month	Period of Tenancy:	From:	To:
Reason for leaving:			
Was your bond returned in full: <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, why?		
EMPLOYMENT/INCOME			
Employer:	Occupation:		
Contact Person:	Phone:		
Email:	Length of Employment:		
Net Income: \$ _____ per week / fortnight / annum (circle)			
CENTRELINK DETAILS (If receiving Centrelink Payments)			
Pension Type:			
Amount Received: \$ _____ per week / fortnight / annum (circle)			

PRIVACY STATEMENT FOR APPLICANTS

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, government departments, other agents and third-party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, debt collection agencies, insurance companies, government departments and third-party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact our property manager. You can also correct this information if it is inaccurate, incomplete or out of date. *If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.*

I, the said applicant, declare that I give my permission to Landmark Russell Real Estate to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd or any other third-party operators of tenancy reference databases for assessment of my tenancy application. I further give consent to Landmark Russell to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with Landmark Russell Real Estate and an inquiry made with a tenancy database, my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement, I give my permission to Landmark Russell Real Estate to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the condition of the database company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide Landmark Russell Real Estate with the information and acknowledgements required, Landmark Russell Real Estate may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicant's Name: (PRINT)

Applicant's Signature:

APPLICANT'S DECLARATION & PROPOSED TENANCY TERMS

I, the applicant, apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the owner of the property for acceptance, and if the application is approved a Residential Tenancy Agreement will be prepared.

I, the applicant declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct.

I further declare that I have never been evicted from a premise, and do not have a debt with any landlord/agent. I understand that failure to disclose either of the above situations with the Property Manager will result in my application being immediately declined.

I have inspected the property and wish to apply for the premises for a period of 3 / 6 / 12 months (please circle) at a rental of \$ _____ (insert amount) per week commencing _____ (insert date).

Upon approval of my application, I understand a reservation fee of \$ _____ (one weeks rent) is payable to Landmark Russell Real Estate. I understand that should I decide not to proceed with the application the landlord is entitled to retain the fee in accordance with the Residential Tenancies Act 2010 (part 3, Division1, Section 24).

I, the applicant, undertake to pay costs, as set out below, by bank, cheque or money order made payable to Landmark Russell Real Estate upon signing the Residential Tenancy Agreement.

I DECLARE that the information provided within this application is accurate & I understand this application is subject to approval by the landlord/owner. I acknowledge & consent to the Agent verifying personal & employment references & tenant history references in accordance with the Privacy Act 1988.

Applicant's Name: (PRINT)

Applicant's Signature:

RUSSELL PROPERTY & LIVESTOCK

37 Linsley Street
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