

Tenancy Application Form

We understand that prospective tenants like to be organised with their documentation so that when they view the property that is right for them, the process between viewing and applying is streamlined.

Here is a list of items you will be required to provide at time of application:

- One (1) application for each adult who will be residing at the premises over the age of 18;
- Copy of Drivers License or passport (photo identification is required);
- Copy of bank card and Medicare card;
- Copy of most recent bank statements;
- Copy of payslip from current employer/s and/or Centrelink Entitlements printout.

Please note, if you are self employed we require a letter from your accountant stating your earnings for the last financial year along with your Australian Tax Office tax return statement and recent bank statement.

- Copy of written letter from employer confirming employment status. This must include commencement date of employment, employed terms (full-time, part-time, casual), salary or hourly rate and number of hours worked each week.
- If you have rented previously or are currently renting, a copy of your rental ledger and periodic inspection reports must also be supplied.

Please find below our Residential Tenancy Application form for your perusal.

[Harcourts Tenancy Application Form](#)

PLEASE NOTE:

Tenancy applications cannot be submitted to our office without viewing the property you will be applying for prior;

Tenancy applications cannot be submitted at the viewed property; they must be brought into the office along with **copies of required documents**. Our office is not responsible for creating photocopies of your documentation