



Application for tenancy

Welcome to Household Property Management

To rent a property through us:

1. Each person signing the lease will need to complete a separate application form.
2. When you have completed this form please email it to service@householdpm.com.au
3. All supporting documents need to be submitted with this application in order for us to process it. This includes your photo ID and a standard 100 point check (see below).
4. If the application is approved we will require a holding deposit of one week rent paid immediately so that the property can be taken off the market and advertising put on hold
5. On the day of signing and completing the ingoing inspection report on site, you will need to also bring the bond and the balance of the first advance rental payment. This can be paid by bank cheque, money order or it can be transferred into our nominated account before 5pm on the previous working day to ensure funds have been received by us before the documents are executed, and the keys handed over.
6. We require all our tenants to pay their rent via direct debit or electronic funds transfer into our nominated bank account. (Please advise if this is not a free service for you.)

Please complete the following and we will process it as quickly as possible.

Rental Property

Property address:

Tenancy Requirements

Term of tenancy: months

Rent: \$ per week

Commencement date:

Date of lease sign:

Time of lease sign:

Occupancy Details

No. of occupants:

No. and ages of children:

Pets: Yes/No Type:

Applicant's Details

Name:

Email:

Address:

Home phone:

Mobile number:

Personal Details

Date of birth:

Drivers licence number:

Drivers licence state of issue:

Passport number:

Country of issue:

Car rego number:

Next of Kin

Name:

Phone:

Address:



Current Rental Details

Current rent: \$ _____ per week	Duration of tenancy: _____ months	Reason for leaving:
Agent/landlord:	Phone:	

Previous Rental Details

Address:		
Current rent: \$ _____ per week	Duration of tenancy: _____ months	Reason for leaving:
Agent/landlord:	Phone:	

Current Employment

Current employer (company):		
Role:	Address:	
Employers name:		Phone:
Length of employment: _____ months	Net income: \$ _____ per week	Full or part time?:

A Copy of the Following Information and Documentation is Required by Each Applicant

- Passport - Current or expired in the past 2 years & Visa (80 points)
- Australian Current Drivers Licence - front and back (50 points)
- Pension Concession or Health Care Card (50 Points)
- Student Photo ID or Overseas Drivers License (20 points)

AND

- Last 2 Payslips
- New Employment – Copy of Letter of Appointment
- If Self Employed – Copy of Last Tax Return & Accountants Details
- Current Bank Statement

AND

- Rental Ledger (this can be obtained from your current real estate agent)
- If Private Rental – Last 4 Rent Receipts
- Proof of Residency
- If Home Owner – Copy of Council/Water Rates

Referee 1:

Name:	
Mobile phone:	Email:

Referee 2:

Name:	
Mobile phone:	Email:



Privacy Declaration

I hereby offer to rent the property from the owner under a lease prepared by the agent. I acknowledge that I will be required to pay the amounts outlined in this tenancy application.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and I am not bankrupt.

I authorise the agent to obtain personal information from:

- a) The owner or the agent of my current or previous residence
- b) My personal referees and employer/s
- c) Any record, listing or database of defaulting tenants

If I default under the rental agreement, the agent may disclose details of any such default to a tenancy database, and to agents or landlords of properties that I may apply for in the future.

I am aware that the agent will use and disclose my personal information in order to:

- a) Communicate with the owner and select a tenant
- b) Prepare tenancy documentation
- c) Lodge/claim/transfer to/from any Residential Tenancy Bond
- d) Allow organisations/tradespeople to contact me
- e) Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- f) Refer to collection agents/lawyers (where applicable)

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put; the agent cannot provide me with the lease/tenancy of the premises.

I understand that the personal information provided in this application is necessary for us to verify my identity, to process and evaluate my application and to manage the property. Personal information collected about me in this application and during the course of my tenancy, if successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, and other agents and third parties operators of tenancy reference databases. If I enter into a Residential Tenancy Agreement, and fail to comply with my obligations under that agreement, that fact and other relevant personal information collected during the course of my tenancy may be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If I would like to access the personal information held about me, I may contact Household Property Management. I can also correct this information if it is inaccurate, incomplete or out of date. If the information required is not provided by me, you may not be able to process my application.

Signature:

Date:



It is noted that

- 1. The following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord’s approval.

- 2. This is an application to rent this property and that my application is subject to the landlord’s approval.
- 3. I consent to the information provided in this application being verified and a Tenant reference check being undertaken.

Signature:

Date:

Payment Details

\$ per 2weeks

Or

\$ month

2 weeks rent or months rent: \$

Bond (4 weeks rent): \$

Sub total: \$

Less: holding deposit: \$

Amount payable at lease signing: \$

Holding Fee Conditions

- a) I have inspected the above mentioned premises and wish to take a tenancy for _____ months at a rental of \$_____ per week and I elect to pay fortnightly/monthly and the rental to be paid is within my means.
- b) The premises will not be let during the Holding Period, pending the signing of a residential tenancy agreement.
- c) If the applicant decides not to enter into a residential tenancy agreement after they have paid the Holding fee, the applicant then forfeits the full amount of the Holding fee to the landlord.
- d) If the landlord decides not to enter a residential tenancy agreement after the applicant has paid the holding fee, the applicant will receive a full refund.
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards the rent for the premises.

Household Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

- 1. To reserve the premises for the period in accordance with the conditions above stated.
- 2. To prepare a Residential Tenancy Agreement for the premises.

Tenant’s Signature:

Date:

Agent’s Signature:

Date: