

Tenancy Application Form

PROPERTY you are applying for:		Rent:	
Total Number of Applicants	Adult:	Child:	
Name of Applicant			
Date of Commencement			
Preferred Term	<input type="checkbox"/> 6 months / <input type="checkbox"/> 12 months / <input type="checkbox"/> Flexible		

IMPORTANT INFORMATION

- ✓ Please fully complete and sign the application form and return it with 100 points of identification, otherwise your application will not be processed
- ✓ The property must be inspected by you prior submitting your application
- ✓ All applicants over the age of 18 must complete and submit an application form
- ✓ The application will be processed with the information provided and submitted to the Landlord for consideration
- ✓ If the application is accepted, you will be required to sign the lease and pay the bond within 24 hours after the approval of application
- ✓ If the application is not accepted, you will be notified via email. Please note that we are unable to provide any reason for non-acceptance
- ✓ It is the tenant's responsibility to arrange connection of electricity and phone, once the lease has been signed

YOU MUST PROVIDE PROOF OF IDENTIFICATION - please provide the minimum of 100 points

Primary ID - Mandatory		
Current Driver Licence or Passport	30 points	<input type="checkbox"/>
Last 4 Payslips	30 points	<input type="checkbox"/>

Secondary ID		
Birth Certificate	20 points	<input type="checkbox"/>
Australian Citizenship Certificate	20 points	<input type="checkbox"/>
ATO Tax Return	20 points	<input type="checkbox"/>
Rates Notice	20 points	<input type="checkbox"/>
Medicare Card	20 points	<input type="checkbox"/>
Credit or Bank Card	20 points	<input type="checkbox"/>

Supplementary ID		
Utility or Phone Bill	10 points	<input type="checkbox"/>
Vehicle Registration	10 points	<input type="checkbox"/>

Applicant: _____

Full Name			
Date of Birth			
Contact details	Mobile:	Work:	Home:
Email			
Current Address			
Driver Licence Number			
Car Registration Number			
Next of Kin (not residing with you)	Name: Address:	Phone:	

RENTAL HISTORY:

Current address:	
Status:	Renting <input type="checkbox"/> / Living with family <input type="checkbox"/> / Other <input type="checkbox"/> (<i>please specify</i>)
Current Rent Amount	
Name of Landlord/Agent	
Phone Number	
Mobile/Email	
How long have you lived at this address?	
Reason for leaving	
Have you given notice?	

Previous address:	
Status:	Renting <input type="checkbox"/> / Living with family <input type="checkbox"/> / Other <input type="checkbox"/> (<i>please specify</i>)
Rent Amount	
Name of Landlord/Agent	
Phone Number	
Mobile/Email	
How long did you live at this address?	
Reason for leaving	

EMPLOYMENT DETAILS:

Occupation	Full-time <input type="checkbox"/> / Part-time <input type="checkbox"/> / Casual <input type="checkbox"/>
Employer Name	
Employer Address	
Employer Phone	
Contact Person	
Length of Employment	Weekly net income:

Previous Employment:

Occupation	Full-time <input type="checkbox"/> / Part-time <input type="checkbox"/> / Casual <input type="checkbox"/>
Employer Name	
Employer Address	
Employer Phone	
Contact Person	
Length of Employment	

Please answer the following questions:

Do you have or do you intend to have pets? Yes ☐ / No ☐

If yes, please provide details: _____

Are you considering buying a property within the next 12 months? Yes ☐ / No ☐

Do you currently own a property? Yes ☐ / No ☐

Has your tenancy ever been terminated by any landlord or agent? Yes ☐ / No ☐

Are you in debt to another landlord or agent? Yes ☐ / No ☐

REFERENCES:

Please provide three references, at least two professional and a personal reference is required.

Please ensure that the referees agreed for you to nominate them as a referee and they are aware that they will be contacted.

Reference 1:	
Name	
Occupation	
Phone Number	
Relationship	
Reference 2:	
Name	
Occupation	
Phone Number	
Relationship	
Reference 3:	
Name	
Occupation	
Phone Number	
Relationship	

Declaration:

I, _____ hereby declare and acknowledge that

1. All information contained in this application is true and correct,
2. I am not bankrupt or an undischarged bankrupt,
3. I am not paying off any previous rental debts
4. I have inspected the premises and accept it in the condition as it is,
5. The landlord's insurance will not cover the tenant's contents and it is the tenant's responsibility to obtain contents insurance,
6. Only those on the application will reside permanently at the premises,
7. My application is subject to the approval by the Landlord.

I authorise the Agent to process my application and obtain personal information from:

1. The Landlord or the Agent of my current and previous residence
2. My Employer
3. My nominated Referees
4. Any database of defaults by tenants

Signature of Applicant: _____ Date: _____