

## ***APPLICATION FOR TENANCY***

**One application per adult is required.**

Date: ..... Property applied for: .....

### **Personal Details:**

Full Name: .....

Present Address: .....

Ph: Home/Work: ..... Mobile: .....

Date of birth: ..... Pets: No / Yes Type: .....

No. of occupants: Adults: ..... Children (ages): .....

Email Address: .....

Drivers Licence No: ..... Expiry Date: ..... No. Vehicles .....

### **Emergency Contact** (not living with you)

Name: ..... Phone: .....

Relationship: .....

### **Tenancy History:**

**Current Agent / Landlord:** .....

Phone:/ Email: ..... Contact Person: .....

Dates of Tenancy: From ..... To: ..... Rent \$ ..... Reference/Ledger: Yes / No

**Previous Landlord/Agent:** .....

Address of premises rented: .....

Phone:/ Email: ..... Contact Person: .....

Dates of Tenancy: From ..... To: ..... Rent \$ ..... Reference/Ledger: Yes / No

**Previous Landlord/Agent:** .....

Address of premises rented: .....

Phone:/ Email: ..... Contact Person: .....

Dates of Tenancy: From ..... To: ..... Rent \$ ..... Reference/Ledger: Yes / No

**Current Employment** (If unemployed most recent employment)

Occupation: ..... Confirmed Yes/ No .....

Employer: ..... Contact Person: .....

Work Address: .....

Phone:/Email: ..... Period of Employment: .....

**References:**

Other prior Landlord / Agent: ..... Email/Phone: .....

Personal Contact: ..... Email/Phone: .....

Personal Contact: ..... Email/Phone: .....

**Applicants Disclaimer:**

Have you ever been evicted by a Landlord or Real Estate Agent? Yes / No

If yes the reason why .....

Do you have any monies owing to any Landlord or Real Estate Agent? Yes / No

If yes the reason why and amount outstanding .....

Have any claims been made on your Rental Bond? Yes / No

If yes the reason why .....

**Please Note Applications will NOT be processed without the following information:**

1. Photographic proof of ID - Drivers License / Passport / Proof of Age Card - **at least one required**
2. Copy of Medicare Card
3. Proof of current residential address
4. Proof of ability to pay the rent - Wage Slips (at least 4 & MUST be current), Current Bank Statement or Centrelink Statement . If self-employed – latest BAS statement – copy of invoices not admissible
5. Current rent ledger

Any other information that you believe will assist you in securing this property:

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## Disclaimer/Authority

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor / agent contacting and / or conducting any enquiries and / or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competency and capacity to enter into this agreement. I further confirm, agree and declare:-

1. If I am approved to rent the applied for property I would like to commence a lease on .....
2. I have been informed, understand and agree that the rental for the aforesaid property is \$..... per week and that this rent is within my financial means of payment.
3. I understand that if approved I will be required to pay a holding fee, being 1 week's rent, to hold the property until the agreed commencement date of the lease & if I fail to proceed with the tenancy that I will forfeit the said holding fee. Should the landlord decide NOT to proceed I acknowledge that I will received the holding fee back in full.
4. I understand and agree that the rental for the said property is to be paid in advance at all times as per the Residential Tenancy Agreement Act. I acknowledge that payment of rent must be made by one of the following methods:
  - \* **Direct Debit - from your bank, building society or credit union transaction account** -: *Financial Institution Fees MAY apply*
  - \* **BPAY<sup>®</sup> - via your financial institution**
  - \* **Credit card – via DEFT website and phone service** - *Please note: Financial Institution Fees apply*
5. I have been informed, understand and agree that the lessor's agent will carry out an inspection of the property on a regular basis and I further warrant that I will cooperate fully to allow these inspections to be carried out on a regular basis.
6. It is understood the Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and where required maintain a Privacy Policy. The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant/s, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.
7. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all costs of recovery associated with these proceedings shall be able to be recovered from me.
8. I further consent to the agent disclosing all personal information that they may hold for the purpose of
  - a) listing any name with a tenancy data base as a result of a tribunal order or multiple breach notice,
  - b) enforcing a tribunal order
  - c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and / or damage that occurred or occurs during my period of tenancy.
9. I have been informed, understand and agree that should this application for tenancy not be accepted, the agent is not required or obliged to disclose why or supply any reason for this rejection unless the application is declined as a result of my name being listed with a tenancy database.
10. I have been informed, understand and consent to the agent supplying all necessary information as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Act. I have been informed, understand & acknowledge that the agent has the contact details of the Tenancy Data Base/s they use and that the agent will supply these contact details should I request them.

Applicant:

Name ..... Signature ..... Date .....