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Residential Tenancy Application Form

Proposed Property: Rent per WEEK: \$.....

Length of Tenancy: 3 mths, 6 mths, 12 mths,mths.(circle) Tenancy to Commence:...../...../20.....

Family/Last Name: Other Names:

Date of Birth: Marital Status: 18+ Card Number:

Driver's Licence Number: State:..... Vehicle Registration Number:

State of Registration: Make & Model:..... Car / Motorbike (circle one)

Occupation: Medicare Number:

Current Address: P/Code:

Home Phone Number: Work Phone Number:

Mobile Phone Number: E-mail address:

**The properties managed by this office
 may be protected by a
 Barclay MIS risk management plan.
 Before any application will be considered, you
 must achieve a minimum of 100 points:**

Calculations (Office Use Only):

Fast Track Search Certificate #:

Furnished / Unfurnished (circle one)

Rent: \$ Per:

Term of Tenancy: From: / / 20.....

To: / / 20.....

Bond 4 weeks @ \$ = \$

Lodged/...../.....

Residential Tenancy Preparation Fee: \$

Reservation Fee: \$

Number of Weeks' Rent in Advance:
 @ \$

= \$

Total to be Paid by Applicant \$

Note: Weekly Rent represents% of Nett Income.

Source	Pts.
Barclay MIS Secure Tenant	100
If you owned your own property copy of rates notice	50
Your Last FOUR (4) Rent Receipts	50
Drivers Licence	40
Photo ID	30
Passport	30
Current Car/Motorbike Registration Papers	10
Minimum 2 References from previous Landlord / Agent	20
Copy of Phone, Gas, or Power Accounts: each	10
Copy of Birth Certificate	10
Total Number of Points	

NB: The Applicant, by signing this Application, hereby authorises the Agent to make and retain copies of the documents referred to above.

All Applicants for tenancy are referred to Barclay MIS for confirmation of details supplied.

For NSW applicants, if a holding deposit is paid and the application is withdrawn, the Landlord is entitled to withhold an amount of that deposit equal to the period the property was held.

Financial Status:.....

Are you an Undischarged Bankrupt?..... Yes No (circle)

If You Are Employed:.....

Employer's Name : -----
 Address: : ----- P/code: -----
 Phone : ----- Fax: -----
 Length of Employment : ----- Commenced: -----
 Nett Wkly Income (excl.Overtime): -----
 If employed there for less than 6 months, previous employer's name : -----
 Address : ----- P/code: -----
 Phone : ----- Fax: -----
 Length of Employment : ----- Commenced: -----
 Employed as : -----

If You Are Self -Employed or Own Your Own Business:.....

Registered Name of Business : -----
 ABN : -----
 What does your Business do? : -----
 Address : -----
 Personal Nett Income/Week : ----- P/code: -----
 Name of Accountant : -----
 Accountant's Phone Number : ----- Fax: -----
 How Long in this Business : -----
 List one major creditor : ----- Phone: -----

If You Are A Student:.....

Name of Learning Institution : -----
 Faculty/Department : -----
 Student Union Number : -----
 Student Identification (ID) Number : -----
 Income Source : -----
 Nett Weekly Income : -----

If You Receive A Centrelink Payment.....

Type of Payment : -----
 Total Centrelink Payment / Fortnight : -----

Your Rental History:.....

Current Landlord/Agent's

Name : -----
 Phone Number : -----
 Rent per Week & Period Rented : -----
 Bond Refunded? & If Not, Why Not? : -----
 Address: -----
 Reason for Leaving : -----

Previous Landlord/Agent's

Name : -----
 Phone Number : -----
 Rent per Week & Period Rented : -----
 Bond Refunded? & If Not, Why Not? : -----
 Address: -----
 Reason for Leaving : -----

Your References:

Complete all 5 reference blocks below. Your FIVE (5) references to include:

- (1) Your parents or guardians.
- (2) Your nearest relative not living with you.(other than parents/guardians)
- (3) At least two (2) permanent residents of Australia, other than those above.
- (4) If self employed, at least one (1) established trade or business reference.

#1:Name : -----
 Address : -----
 Home Phone Number : -----
 Work Phone number : -----
 Mobile Phone Number : -----
 Relationship & Known for How Long? : -----

#2:Name : -----
 Address : -----
 Home Phone Number : -----
 Work Phone number : -----
 Mobile Phone Number : -----
 Relationship & Known for How Long? : -----

#3:Name : -----
 Address : -----
 Home Phone Number : -----
 Work Phone number : -----
 Mobile Phone Number : -----
 Relationship & Known for How Long? : -----

#4:Name : -----
 Address : -----
 Home Phone Number : -----
 Work Phone Number : -----
 Mobile Phone Number : -----
 Relationship & Known for How Long? : -----

#5:Name : -----
 Address : -----
 Home Phone Number : -----
 Work Phone Number : -----
 Mobile Phone Number : -----
 Relationship & Known for How Long? : -----

Will dependants reside at the property? Yes / No *(For all Yes/No answers, circle applicable response)*
 If "YES", their Names & Ages (eg: John-12):

Do you have any Pets? Yes / No . **Type:** **Breed:**

Are they registered? Yes / No **Registration Details:**.....

Do you own a lawnmower? Yes / No

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 competence and capacity to enter into this agreement. I further confirm and declare that:-

I have inspected the property located at

1. I have of my own accord decided that I wish to rent the aforementioned property commencing/...../..... for a period of
2. I have been informed, understand and agree that the rental for the said property is to be \$.....per week and is within my means of support.
3. (i) I have been informed, understand and agree the rental for the said property is to be paid every.....and is to be paid by the due date at all times.
(ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a basis and I further warrant that I will cooperate fully to allow this inspection to be carried out on abasis.
4. I have been informed, understand and agree that the bond for the aforesaid property will be \$..... and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority
5. I have been informed, understand and agree should the full amount of the bond not be paid by the signing of the Tenancy Agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me.
I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.
7. I have been informed, understand and agree that should the Landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me in the performance and observance of the obligations under the Tenancy Agreement (including but not limited to: evictions, payment of rent, maintenance of the premises, making good damage to the premises), that all and any such moneys expended by the Landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc.
8. I further consent to the agent disclosing all personal information that they may hold for the purpose of
 - a) listing my name with a data base as a result of a tribunal order or multiple breach notices,
 - 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 and understand that this property may be covered by a Barclay MIS risk management plan and in this case, I further consent to the agent supplying my personal information to BARCLAY MIS Pty Ltd.
10. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
11. 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 Privacy Act. I have read, understood and accept the attached Privacy Statement.
12. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should I request the contact details.

Applicant's Name:

Applicant's Signature: Dated :/...../ 20.....