

Tenancy Application Form

Your application will not be processed unless a complete application form and the following information is provided by each adult who will be residing at the property.

2 rental references

Rental ledger or rent receipts

Verification of your employment/source of income

Current photo identification

Your signed authorisation to allow us to check your references

Completion of our "100 Point Check List"

PROPERTY DETAILS

What is the address of the property you would like to lease?

Have you inspected this property inside?

Date inspected:

Preferred lease commencement date?

Lease term:

Price per week: \$

PERSONAL DETAILS

First Name:

Last Name:

Date of Birth:

Drivers Licence Number:

Passport Number

Country:

Mobile:

Home Phone:

Work Phone:

Email:

How many people will occupy the property?

Adults

Children

Do you have any pets?

Type:

Breed:

Do you or any other occupant smoke?

APPLICANT HISTORY

What is your current address?

How long have you lived at your current address?

Why are you leaving this address?

Agent/Landlord details of this property (if applicable)

Name of landlord or agent:

Current agent/landlord name:

Landlord/Agent Phone / Fax:

Rent paid: \$

What is your previous residential address?

How long did you lived at this address?

Why did you leave this address?

Agent/Landlord details of this property (if applicable)

Name of landlord or agent:

Address of agent/landlord:

Landlord/Agent Phone / Fax:

Rent paid: \$

Was your bond refunded in full?

If not, why?

EMPLOYMENT HISTORY

What is your occupation?

Employer's name:

Accountants Name if self-employed:

Employer's address:

Contact name:

Phone number:

Length of employment:

Net income:

Fortnight
Week
Month

PERSONAL REFERENCES

Name:

Phone:

Relationship:

Name:

Phone:

Relationship:

Next of kin name: (not living at the same address)

Relationship:

Address:

Phone:

PAYMENT DETAILS

Amounts payable on signing tenancy agreement: Payable to Your Next Move Real Estate

Rent payment options –

Weekly Fortnightly 2 weeks rent (less holding deposit if paid in advance) ; or

Monthly (less holding deposit if paid in advance) 1 month rent

4 weeks rent as bond

Please note: *Cash is not accepted, money order, bank cheque. If paying via internet, please allow 24 hours for funds to clear.*

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.

I declare that I have inspected the premises and 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 defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting –

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties 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 lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if 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.

APPLICATION

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/ her acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

Holding Fees for Approved Applicants

In accordance with in section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the holding fee referred to in this Application for Tenancy Form is subject to the following conditions:

The applicant, if approved, will pay a holding fee of \$ _____ equivalent to _____ days rent
to hold the premises in favour of the Applicant for a period of _____ days
from _____ to _____ or as varied in writing.

1. If the applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Signature: _____

Name: _____

Date: _____