



# BRIDGEBURY

— REAL ESTATE —

## Tenancy Application Form

**This application will not be processed until it is filled out completely with copies of all supporting documents attached.**

OFFICE HOURS: Our office is open from Monday to Friday 9:00am – 5:00pm and Saturday 9:00am – 2:00pm (Closed Sunday).

### Please read prior to completing your application.

1. One application must be filled out for each adult occupant.
2. The application must be accompanied by relevant supporting documentation.
3. If you are approved, you will be required to pay the bond as a deposit. Please note: this payment is nonrefundable.
4. You will be required to attend a sign up appointment within 48 hours of approval to sign lease documentation.

### Application Checklist

Before I submit this application, I have:

- Attached photocopies of documents to meet 100 or more points of ID (see below).
- Inspected the property both internally and externally.
- Completed all details in full on the application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Act Acknowledgement for Tenants.

### Supporting Documentation

When submitting an application you must include at least one item from each section and total 100 points.

#### Section One

Drivers Licence / Proof of Age Card	40
Passport	40
Birth Certificate	30
Other Photo ID	15

#### Section Two

Current Pay Slips (minimum of 2)	30
If new job – Letter of confirmation incl. salary	20
Statement of Centrelink Payments	20

#### Section Three

Previous 4 rent receipts / Tenant Ledger	20
Written Tenancy Reference	20
Council Rates	10
Motor Vehicle Registration	10
Bank Statement (no internet print outs)	10
Telephone Account	10
Utilities Account	10
Pet Registration Papers	10

**Total Points**

## Address of the property you are applying for

### Tenancy Requirements

Length of tenancy

 months

Rent

\$  per week

Lease start date

## Your Details

First Name	Last Name	Email
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Current Address
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Phone	Mobile	Date of Birth
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Drivers Licence No.	State of Issue:	Passport No.	Country of Issue
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Names of other occupants and their relationship to you (husband, wife, partner, friend)

No. and ages of children (if any)

## Vehicle Information

Total number of vehicles to be kept at the premises: \_\_\_\_\_

Vehicle Make / Model	Registration Number
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Vehicle Make / Model	Registration Number
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Any trailers, boats or caravans? Yes / No If yes, please provide details \_\_\_\_\_

## Pet Information

Do you have any pets? Yes / No

Type	Breed	Registration No.	Council	Name	Age
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Type	Breed	Registration No.	Council	Name	Age
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Are your pets inside or outside pets? \_\_\_\_\_

Have you ever had any complaints regarding your pets? \_\_\_\_\_

## Current Rental Details

Current Rent

 \$  per week

Length of time at address?

 From  to

Agent / Landlord	Phone:
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Reason for Leaving
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Do you anticipate your bond refunded in full? Yes / No If No, please specify \_\_\_\_\_

## Previous Rental Details

Rent

 \$  per week

How long did you live there?

 From  to

Property Address
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Agent / Landlord	Phone:	Reason for Leaving
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Was your bond refunded in full? Yes / No If No, please specify \_\_\_\_\_

### No Rental History? (Home Owner)

Property Address	
Selling/Managing Agent	Contact Details:

### Current Employment

Current Employer	Your Position	Full Time / Part Time / Casual
Supervisors Name	Supervisors Work Phone	
Length of Employment	Net Income (after tax) \$	per wk / fn / mth

### Previous Employment

 if less than 12 month in current job please complete previous employment details.

Previous Employer	Your Position	
Contact Name (Manager/Payroll)	Contact's Work Phone	
Length of Employment	Net Income (after tax) \$	per wk / fn / mth

### Self Employed

Company Name	Business Type
Company Address	ABN
Accountants Name	Accountants Phone

### Centrelink Benefits

Type	\$	per wk / fn / month
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### Full Time Student

Student ID Number	Institution
Course	Duration

**Australian Citizen?** Yes / No if no, please attach copies of Passport & Visa Visa Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to You	Contact Phone
Address		

### Personal Referees

Referees Name	Occupation
Relationship to You	Phone

**Notes:** (any other information you would like to include in your rental application)

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## Confirmation

I confirm that during my inspection of this property on \_\_\_\_/\_\_\_\_/\_\_\_\_ I found it to be in a satisfactory condition and suitable for occupancy Yes / No

If No, I believe 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 and do not form part of the Tenancy Agreement.

## Declaration

I declare that the information provided in this application is true and correct. I also acknowledge that this rental application is subject to the landlord's approval and I consent to the information provided in this rental application being verified and a reference check on TICA being undertaken. I also declare I am not bankrupt or an undischarged bankrupt.

I, the applicant also declare that;

- |  |              |
|--|--------------|
| - I have never been evicted by an agent/lessor                         | TRUE / FALSE |
| - I have no financial reasons that would affect my ability to pay rent | TRUE / FALSE |
| - I have no outstanding debt with any agent/lessor                     | TRUE / FALSE |
| - I have never been refused a property by another agent/lessor         | TRUE / FALSE |

Applicants Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



We're committed to making your move easy and hassle free.

Ensure your utilities are connected when you move in by placing a tick in the box next to each utility you require and sign below.

### FREE Utility Connection Service

Direct Connect is a FREE, fast and hassle free service that can help you save time connecting to all the major suppliers of: Electricity, Gas, Phone, Internet, Pay TV, Removalist, Truck Hire, and Cleaners (normal service provider charges may apply).

**If you would like Direct Connect to contact you, please tick the box next to each utility you require and sign below:**

Electricity  Gas  Phone  Internet  Pay TV  Insurance  Removalist  Truck or Van Hire  Cleaners

Terms and Conditions: By filling in this form you are consenting to allow Direct Connect to contact you to arrange your service connection(s). Direct Connect may need to disclose personal information about you to Utility providers to arrange these services. Direct Connect and Bridgebury Real Estate do not accept responsibility for any delay or failure to connect/disconnect your services. Direct Connect and Bridgebury Real Estate may receive a benefit for arranging your services. Standard connection fees and bonds may apply. Please see the Direct Connect website ([www.directconnect.com.au](http://www.directconnect.com.au)) to view the full terms and conditions.

Applicants Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Privacy Act Acknowledgement for Tenants

I provide consent for the Bridgebury Real Estate as part of the application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Bridgebury Real Estate.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, body corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at [www.bridgebury.com.au](http://www.bridgebury.com.au)

Applicants Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_