

Making an application

Please read this page prior to proceeding with the application.

Before making an application you will need to inspect the premises. This is to ensure it meets all of your needs. All people over the age of 18 years will need to fill in an application form.

Initial acknowledgment of reading

How the application form is to be processed

All pages of the application form must be completed as fully as possible. Please ensure that all details and phone numbers are correct as we cannot process incomplete or incorrect applications.

All applicants must sign the Privacy Act Acknowledgement form on page 2 of this application.

Initial acknowledgment of reading

Processing the application

Your application may take up to 48 hours to be processed. After we have completed all of our checks and the owner of the property has made a decision we will telephone you to inform you of the outcome.

Initial acknowledgment of reading

Moving in monies

Please note that if your application is successful, you will be required to pay 2 weeks rent in advance plus rental bond (a minimum of 4 weeks rent). These must be cleared funds in our trust account prior to the commencement of the tenancy.

Initial acknowledgment of reading

Please provide photo copies of the following documents

100 point identification check:

Please provide at least 1 of:

>> Passport >> Drivers license >> 18+ card

Please provide at least 2 of:

>> Last 2 rent receipts >> medicare card >> gas, electricity or phone account >> rates notice

Please provide at least 1 of:

>> Current employment agreement >> 2 recent pay slips >> Current bank statement

Disclaimer / Authority

as in accordance with the Privacy Act 1988

I/We the said applicant/s 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 authorize the real estate agent to contact or conduct any inquiries and or searches with regards to the information and references supplied in this application.

I/We have been informed, understand and agree to the conditions listed below and declare that I/we have the legal capacity to enter into a Tenancy Agreement.

1. I/we have inspected the property located at:

.....
.....

2. I/we have of my/our own accord decided that I/we wish to rent the aforementioned property commencing on the:

.....

For a period of

The rental amount is to be \$..... p/w

3. The bond for the above property will be:

\$..... (equivalent to four weeks rent by EFT).

4. The acceptance of the application form is subject to a satisfactory report being obtained from information supplied by this tenancy application supplied by me/us.

5. Should there be a requirement to commence proceedings for recovery of rent, repairs or damages to the above property during the term or at the expiration of tenancy agreement all costs associated with these proceedings shall be recovered from me/us.

6. If this application is not accepted, the agent is not required or obligated to disclose why, or supply any reason for the rejection of this application.

7. Should this application be unsuccessful, all the information will be destroyed following the decision to refuse accommodation.

8. I/we acknowledge that any false information I/we provide in this application could jeopardize this application and any subsequent tenancy agreement I/we enter into on approval by the lessor agent. I/we also acknowledge that if my/our application is successful and I/we subsequently default in my rental payments, my name will be automatically listed nationwide as a defaulting tenant with the Tenancy Information Centre of Australia (TICA).

Privacy Act Acknowledgement

In accordance with section 19 (n) (b) of the Privacy Act, I/we authorize you to give information to and obtain information from all credit providers and referees named in this application. I/we understand this can include my credit worthiness, credit standing, credit history, or credit capacity. I/we understand this information may be used to assess my application.

The personal information the prospective lessee/tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the application and during the course of the tenancy, if the application is successful may be disclosed for the purpose for which it was collected to other parties including lessor/s, referees, other agents and third party operators of tenancy reference databases. Information already held on the tenancy reference databases may also be disclosed to the agent and/or lessor. If the applicant enters into a residential tenancy agreement and if the application is successful may be disclosed for the purpose for which it was collected to other parties, including lessor/s, referees, other agents and third party operators of tenancy operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent and/or lessor/s. If the applicant enters into a Residential Tenancy Agreement and if the applicant fails to comply with their obligation under the agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of the tenancy databases and/or the other agents.

I/we hereby declare that I/we have read, understood and agreed to the disclaimer /authority and Privacy Act Acknowledgment. I/we also declare that I/we understand that my application will be processed in accordance with my noted preferences. Furthermore I/we also declare that all identification required is provided in its true and correct format, with all details being provided. I/we understand that should I/we not be accepted for the property or I/we choose to withdraw my application at any stage that it will be kept on file for two weeks before being destroyed. Only upon my specific request will the application be destroyed before this two week time frame. Finally I/we also understand and accept that any information, copies of identification or otherwise given in this application cannot be returned to me at any stage regardless of whether my application is approved or not.

Full name.....

Signature.....Date

Full name.....

Signature.....Date

Application for residential tenancy – Applicant 1

Property

Personal Details

Full Name

Date of Birth

Home Phone

Mobile

Email address

Work Phone

Drivers License No

Car Rego No

Names of all other occupants for the property & ages of children

.....

.....

.....

Number & Type of Pets

Registered Yes No Breed

Rental History

Current Address

Agent Name

Phone

Rental amount \$.....Period of Occupancy.....

Reason for leaving

Bond Refunded in full Yes No

Reason for deduction

Previous Address

Agent Name

Phone

Rental amount \$..... Period of Occupancy

Reason for leaving

Income Details

Occupation

Employer Name

Contact Name (payroll/manager)

Phone

Period of Employment Net Weekly Income \$

Sources of other income

Self Employed

Occupation

ACN / ABN

Address

Phone

Period of Employment Net Weekly Income \$

Accountant

Contact Name

Phone

References (Not living with you or related to you)

Reference 1

Relationship.....Phone

Reference 2

Relationship.....Phone

Reference 3

Relationship.....Phone

Next of Kin

Name

Phone

Address

Relationship

Application for residential tenancy – Applicant 2

Property

Personal Details

Full Name

Date of Birth

Home Phone

Mobile

Email address

Work Phone

Drivers License No

Car Rego No

Names of all other occupants for the property & ages of children

.....

.....

.....

Number & Type of Pets

Registered Yes No Breed

Rental History

Current Address

Agent Name

Phone

Rental amount \$.....Period of Occupancy.....

Reason for leaving

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Period of Employment Net Weekly Income \$

Sources of other income

Self Employed

Occupation

ACN / ABN

Address

Phone

Period of Employment Net Weekly Income \$

Accountant

Contact Name

Phone

References (Not living with you or related to you)

Reference 1

Relationship.....Phone

Reference 2

Relationship.....Phone

Reference 3

Relationship.....Phone

Next of Kin

Name

Phone

Address

Relationship

Rental Reference Request Form

To the Property Manager

Please complete and return by fax with a tenant ledger to our office on 02 6674 3455.

Property.....

Applicant 1..... Applicant 2.....

Were the above applicants listed as tenants? Yes No

Rent Paid \$

Were there any Notice to Remedy breaches or Notice to Leave issued? Yes No

If yes, why?

Did your office terminate the tenancy? Yes No

If yes, why?

Were any periodical inspections completed? Yes No

From 1 to 10 how would you rate them (1 being the lowest).....

Did the tenants have any pets? Yes No

If yes, was there damage noted caused by the pet?.....

Did your office deduct any of the bond? Yes No

If yes, why?

Would your office rent to the applicants again? Yes No

If no, why?

Additional comments that may be relevant to the application:

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I/we agree to the Landlord carrying out rental reference checks from other Real Estate Agents or Landlords which are relevant to my application.

Applicant 1..... Applicant 2.....

Signature Signature

Date Date