

Tenancy Application Form

The following information **MUST** be supplied when submitting applications before we can begin to process your application:

- **Photocopy of Photo Identification:** Current Drivers Licence, Passport or 18+ Card
- **Photocopies of any references** from previous tenancy, word processed on a Letterhead. Please Note If you have never rented before, character references (references from relatives/friends are not considered appropriate). If you sold or have been living in own your home a rates notice is appropriate as proof of ownership.
- **Photocopy of Proof of income:** Pay Slips, Current Bank Statement, Letter from Employer, Centrelink income statement.

Application processing time is generally 24-48 hours, you will be contacted once we have received an answer from the landlord.

If you are approved for the property you will be required to pay at least one weeks rent as a deposit for the property. If you decide you do not want to take the property after paying this, the deposit will not be refunded. The above one weeks deposit will come off the rent in advance.

Please ensure you have arranged your 4 weeks bond and 2 weeks rent prior to applying for a rental property. The bond and rent in advance must be received in full prior to collecting the keys.

If you need to see department of housing for assistance you will need to do this before or once approved, to ensure you can take the property on the start date you state on the application form.

We do not do Bond Transfers.

Please do not give our office originals, declined applications are shredded immediately for privacy reasons.

Any person aged over 18 to be living at the property must complete an application form.

Please allow yourself adequate time to view property. It can be a difficult process and it's important you make the correct decision.

Thankyou for taking the time to submit your application.



TENANCY APPLICATION FORM

Lease Details

Address of Property: _____

Length of Tenancy required: _____

Date Tenancy to commence: _____

Number of people occupying property: Adults _____ Children (ages) _____

Do you have any pets? _____ Breed _____

Are the pets registered with the council: _____

Personal Details

Full Name: _____

Have you ever been known by any other name? _____

Drivers Licence Number: _____ Vehicle Registration Number: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email Address: _____ DOB: _____

Current Property Details

Address: _____

Reason for leaving: _____

Name of property owner or landlord: _____

Contact details for above: _____

How long have you lived at this address: _____ Rent paid if applicable: \$ _____

Previous Property Details

Address: _____

Reason for leaving: _____

Name of property owner or landlord: _____

Contact details for above: _____

How long have you lived at this address: _____ Rent paid if applicable: \$ _____



Current Employment/Income Details

What is your current occupation: _____
Length of employment: _____ Nature of employment (fulltime/part time/casual) _____
Name of employer: _____
Address of employer: _____
Nett Income per week: \$ _____ Do you receive any income from Centrelink? Yes/No
If yes how much: \$ _____

Previous Employment/Income Details

What is your previous occupation: _____
Length of employment: _____ Nature of employment (fulltime/part time/casual) _____
Name of employer: _____
Address of employer: _____
Nett Income per week: \$ _____

Details of Study - If Applicable

Place of study: _____
Course Length: _____ Course Name: _____

Personal Referees

1. Full Name: _____
Address: _____
Relationship to you: _____ Phone Numbers: _____
2. Full Name: _____
Address: _____
Relationship to you: _____ Phone Numbers: _____

Next of Kin/Emergency Contact

Full Name: _____
Address: _____
Relationship to you: _____ Phone Numbers: _____

Please answer the following

Have you ever been evicted from a previous rental property? Yes/No (if yes give details)

Have you had any amounts taken out of your bond? Yes/No (if yes give details)

Are you currently in debt to another landlord or agent? Yes/No (if yes give details)

How many vehicles are to be kept at the property?

Are you breaking a current 'fixed' term lease to rent this property? Yes/No (if yes give details)

Do you own a boat / trailer / motorbike / caravan / other (Please Circle)

Do you own a lawn mower? Yes/No

Do you have contents insurance? Yes/No

Do you or anyone else that will be living at the property smoke? Yes/No

Should your application prove successful, the required following payments are necessary **BEFORE** hand over of keys and access to the property.

Please be aware housing take up to 48hours to process applications for advance rent and bond.

Bond = 4 weeks rent

Rent = 2 weeks rent

I can fund the above payments? Yes/No

I would need assistance for Department of Housing Yes/No

"I the Applicant do solemnly and sincerely declare that I am nor bankrupt or am undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy of the premises in it's current condition for a period of _____ months, at a rental of \$ _____ per week and that the rental to be paid is within my means. I undertake to pay a rental bond of \$ _____ or the equivalent of 4 weeks bond in cash or as requested upon the signing of a Residential Tenancy Agreement".



Privacy Policy

The personal information the prospective tenant provides in this application or collected for 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 applicant in this application and during the course of the tenancy if the applicant is successful may be disclosed for the purpose of which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the agent and/or landlord. If the applicant enters into a residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I declare the information provided is true and correct:

_____ Date _____

Applicants Name

_____ Date _____

Applicants Signature