

TENANCY APPLICATION FORM





Residential Tenancy Application Form

Should there be more than one applicant; a separate application form should be completed for each applicant

PROPERTY DETAILS

Address: _____

Length of Tenancy (months): _____ Rent per week: \$ _____ Commencement date: _____

PERSONAL DETAILS

Title: _____ Full Name: _____

Previous Name/s: (if applicable - i.e maiden name, previous married name) _____

Date of Birth: _____ Mobile Phone: _____ Home Phone: _____

Work Phone: _____ Email: _____

Present Address: _____

Drivers Licence No: _____ Passport No: _____

PRIVACY STATEMENT

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare am not bankrupt.

I acknowledge that upon approval of application I am required to pay one weeks holding deposit which will become my first weeks rent.

I authorize 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.

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 trades people or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to and from the Residential Tenancies Bond Authority.
- (e) Refer to tribunals/courts and statutory authorities (where applicable).
- (f) Refer to collection agents/lawyers (where applicable).

I am aware that if information is not provided or I do not consent to the above listed uses of my personal information, the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Applicant Signature

Date

X

100 POINTS OF IDENTIFICATION

The following information and documentation is required by each applicant:

100 Points must be provided including Photo I.D

- ☐ Current drivers License (40 points)
- ☐ Passport (40 points)
- ☐ Proof of age card (30 points)
- ☐ Birth Certificate (30 points)
- ☐ Medicare Card (20 points)
- ☐ Motor Vehicle Registration (10 points)
- ☐ Bank Statement (10 points)
- ☐ Telephone Account (10 points)
- ☐ Gas Account (10 points)
- ☐ Electricity Account (10 points)

Please also attach the following documents:

Proof of rental history

- ☐ Last four rental receipts **or**
- ☐ Printout of tenancy history

Proof of current address

- ☐ Utility accounts
- ☐ Council rates notice

Proof of income

- ☐ 3 previous pay slips **or**
- ☐ Bank statement **or**
- ☐ Letter of employment **or**
- ☐ If self-employed – tax returns

EMERGENCY CONTACT

Name: _____ Relationship: _____

Address of friend or relative: _____

Phone Work/Mobile: _____ Home Phone: _____

TENANCY HISTORY

Name of present Landlord/Agent: _____

Contact Person: _____ Work Phone: _____

Mobile Phone: _____ Fax: _____

Email: _____

Address of Property: _____

Tenancy start date: _____ Current rent paid: \$ _____ per _____

Reason for leaving: _____

PREVIOUS TENANCY HISTORY

Name of previous Landlord/Agent: _____

Contact Person: _____

Work Phone: _____ Mobile Phone: _____

Address of Property: _____

Tenancy start date: _____ Tenancy end date: _____

CURRENT EMPLOYMENT HISTORY

Business Name: _____

Contact Person/Position: _____ Work/Mobile Ph: _____

Employment Start date: _____ Net Weekly Earning: \$ _____

PREVIOUS EMPLOYMENT HISTORY

Business Name: _____

Contact Person/Position: _____ Work/Mobile Ph: _____

Employment Start date: _____ Finish date: _____

OCCUPANTS DETAILS

Please specify the number of persons who will occupy premises

Adults: _____ Children: _____ Ages of Children: _____

Pets: **YES / NO**

If **YES**, Number: _____ Type: _____

Inside or Outside: _____

Do you smoke? **YES / NO** Please be aware that smoking is only permitted outside of the home at all of our rental properties.

Do you require permission to connect: **Austar / NBN**

FREE UTILITY CONNECTION SERVICE

myconnect



myconnect is a FREE and easy to use utility connection service

☒ **Yes, Please Contact Me**

☐ Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ Tick here to opt out

CONFIRMATION

I confirm the following:

1. During my inspection of this property I confirm I am satisfied with the current condition of the property:
YES / NO
2. **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.**

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database TICA being undertaken.

APPLICATION

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct, I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$_____ per week.

I undertake to pay the monies detailed below by EFT & Rental Bonds Online upon signing the Residential Tenancy Agreement.

STATEMENT OF COSTS

Rental bond (4 weeks rent)

\$

Rent in advance (2 weeks rent)

\$

TOTAL

\$

3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding fee be received from any other applicant.

4. The Holding fee will be paid towards the initial rent for the premises.

5. That should the applicant decide not to proceed, the landlord may retain the full amount of the holding fee.

6. That the Holding fee will be banked into a Trust account and any refund given will be by way of EFT.

If a holding fee is being paid on the property, the following conditions will apply:

1. A Holding fee will only be accepted once an application has been approved by the landlord.
2. The Holding fee of \$_____, is equivalent to one week's rent to reserve the premises.

Applicant Signature

Date

X