

TENANCY APPLICATION FORM

Proposed Property **Rent per Week \$**
Term 6 months / 12 months (please circle) **Tenancy to Commence** / / 20.....

APPLICANT NUMBER 1

Title Family/Surname
 Given Name(s)
 Driver's Licence No State
 Expiry Date / /
 Date of Birth / /
 18+ Card Number
 Car Make & Model
 Car Registration & State
 Current Address
 Postcode
 Home Phone
 Work Phone
 Mobile Phone
 Email Address

EMPLOYMENT DETAILS

Employer's Name
 Occupation
 Address

 Postcode
 Phone
 Length of Employment yrs mths
 Weekly Income (Net) \$
 If employed for less than 6 mths:
 Previous Employer's Name
 Address

 Postcode
 Phone
 Length of Employment yrs mths

APPLICANT'S SIGNATURE

Signed
 Date / /

I declare that the information given on this application is true and correct to the best of my knowledge.

APPLICANT NUMBER 2

Title Family/Surname
 Given Name(s)
 Driver's Licence No State
 Expiry Date / /
 Date of Birth / /
 18+ Card Number
 Car Make & Model
 Car Registration & State
 Current Address
 Postcode
 Home Phone
 Work Phone
 Mobile Phone
 Email Address

EMPLOYMENT DETAILS

Employer's Name
 Occupation
 Address

 Postcode
 Phone
 Length of Employment yrs mths
 Weekly Income (Net) \$
 If employed for less than 6 mths:
 Previous Employer's Name
 Address

 Postcode
 Phone
 Length of Employment yrs mths

APPLICANT'S SIGNATURE

Signed
 Date / /

I declare that the information given on this application is true and correct to the best of my knowledge.

APPLICANT NUMBER 1

IF YOU ARE SELF-EMPLOYED

Name of Business
ABN
Industry
Address
Postcode
Personal Net Income/Week
Name of Accountant
Period in which business has been in operation
.....

IF YOU ARE A STUDENT

Name of University/TAFE
Location of University/TAFE
Faculty/Department
Student ID Number
Course ID Number
Source of Income
Net Weekly Income
*If your income is sourced through Austudy, please provide
a photocopy of your last 3 statements.*

IF YOU RECEIVE A CENTRELINK PAYMENT

Type of payment
Customer Reference Number (CRN)
Please provide a photocopy of your last 3 statements.

YOUR RENTAL HISTORY

CURRENT LANDLORD/AGENT

Name
Address
.....
Contact Number
Rent paid per week \$
Period of time rented
Was your bond refunded in full?
If not, why?.....

PREVIOUS LANDLORD/AGENT

Name
Address
.....
Contact Number
Rent paid per week \$
Period of time rented
Was your bond refunded in full?
If not, why?

APPLICANT NUMBER 2

IF YOU ARE SELF-EMPLOYED

Name of Business
ABN
Industry
Address
Postcode
Personal Net Income/Week
Name of Accountant
Period in which business has been in operation
.....

IF YOU ARE A STUDENT

Name of University/TAFE
Location of University/TAFE
Faculty/Department
Student ID Number
Course ID Number
Source of Income
Net Weekly Income
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PREVIOUS LANDLORD/AGENT

Name
Address
.....
Contact Number
Rent paid per week \$
Period of time rented
Was your bond refunded in full?
If not, why?

APPLICANT NUMBER 1

APPLICANT NUMBER 2

REFERENCES

Four references are to be included with your application as follows:

- 1) Two business references
- 2) One personal reference
- 3) One reference from a relative

1) BUSINESS REFERENCE

Name

Address:.....

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known

2) BUSINESS REFERENCE

Name

Address

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known

3) PERSONAL REFERENCE

Name

Address

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known

4) NEXT OF KIN/PARENT/GUARDIAN REFERENCE

Name

Address

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known (if applicable).....

OTHER

Do you have any pets? YES / NO (please circle) Are they registered? YES / NO (please circle)

Registration Details

How many occupants under the age of 18 will be residing with you?.....

Please provide their ages.....

1) BUSINESS REFERENCE

Name

Address:.....

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known

2) BUSINESS REFERENCE

Name

Address

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known

3) PERSONAL REFERENCE

Name

Address

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known

4) NEXT OF KIN/PARENT/GUARDIAN REFERENCE

Name

Address

.....

Postcode

Work Phone

Mobile Number

Relationship

Period of time known (if applicable).....

DISCLAIMER / AUTHORITY

I the said applicant(s), so 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/our own free will. I/we further consent to the lessor/agent contacting and or conducting any inquiries and or searches with regard to the information and references supplied in this application.

I the said applicant(s) do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I the said applicant(s) do solemnly and sincerely declare:

1. I have inspected the property located at
2. I have of my own accord decided that I wish to rent the aforementioned property commencing/...../..... for a period of
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ per week and that this rental is within my means to support.
4. (i) I have been informed, understand and agree that the rental for the said property is to be paid every month and is to be one month in advance at all times.
 (ii) I have been informed, understand and agree that the lessor/Agent will carry out an inspection on the property on a six monthly basis and I further warrant that I/We will cooperate fully to allow this inspection to be carried out on a six monthly basis.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$ and I further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that the full amount of the bond not be paid by the signing tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the FULLY completed Tenancy Application submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs of recovery associated with these proceedings shall be able to be recovered from me.
9. I further consent to the Agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and or damage that occurred or occurs during my period of tenancy.
10. I have been informed, understand and agree that should this application for tenancy not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of the application.
11. I confirm that I have read and understand the Privacy Policy that the lessor/Agent has made available to me.
12. I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act.
13. I have been informed, understand and acknowledge that the Agent has the contact details for the tenancy database/s they use and that the Agent will supply these contact details should I request these details.

APPLICANT #1

Print Name
 Signature
 Date / /

APPLICANT #2

Print Name
 Signature
 Date / /

PLEASE NOTE If your application is approved, we **MUST** receive the bond OR rent within 24 hours paid by Bank Cheque or Money Order. Bond payment payable to the RESIDENTIAL TENANCIES BOND AUTHORITY. **Rent can be paid by Visa, Bankcard or MasterCard.**

OFFICE USE ONLY

References Checked <input type="checkbox"/>	Owner Advised <input type="checkbox"/>	Application Advised <input type="checkbox"/>	Approved Yes / No
Keys – Landlord/Agent <input type="checkbox"/>		Details on Computer <input type="checkbox"/>	
Move in Date		Lease 6 / 12 months	
Rent \$		Letting Fee \$	
Security Deposit \$		Water Details	