



## Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

### PROPERTY DETAILS

Address of Property:		
Lease Start Date:		Lease term:
Rent per week:		No. of Pets:
Number of vehicles:	boats: jets ski: trailer: caravan:	Breed & Age:
Registration Number(s):		Council Registration:
Names and ages of children to occupy the property:		

### PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:
Email:	Date of Birth:
Have you/are you on TICA?	

### CURRENT TENANCY DETAILS

Current address:	Rent Paid:
Length of time at current address:	Email:
Reason for leaving:	Fax:
Name of Landlord/Agent:	Phone:

### PREVIOUS RENTAL HISTORY

Previous Address:	
Length of time at above address	Rent Paid:
Name of Landlord/Agent:	Phone:
Was Bond refunded in full?	Yes                      No
If No, please specify reasons why:	
Reasons for leaving:	

### CURRENT EMPLOYMENT DETAILS

Position:	Current Employer:
Employer's Address:	
Contact Name: (payroll/manager)	Contact Number:
Length of Employment:	

### PREVIOUS EMPLOYMENT (if current employment is less than 6 months)

Position:	Previous Employer:
Employer's Address:	
Contact Name: (payroll/manager)	Contact Number:
Length of Employment:	Net weekly income:

## SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

## INCOME

Net weekly employment income:  
 Net weekly income from other sources:  
 Source(s) of other income:

## CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments?    Yes    No  
 Description of payment(s):  
 Total income (per week):  
 Date payments commenced:

## STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Student No.:
Campus Contact:	Contact No:
Course Co-ordinator:	Contact No:

## NEXT OF KIN – Emergency Contact

Given Name(s):	Surname:
Relationship:	Phone:
Address:	Mobile:
Email:	

## REFEREES – no relatives, another applicant or partners

Business referee:	Relationship:
Phone:	Mobile:
Email:	
Personal referee:	Relationship:
Phone:	Mobile:
Email:	

## PROOF OF INCOME – required on submission of application

Employed:	Last TWO pay slips
Self-employed:	Bank Statements, Group Certificate, Tax Return or Accountant's Letter
Not employed:	Centrelink Statement

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT

Vibe Realty is an independently owned and operated business and is bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlord or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owners insurers. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property, or if considered, may be rejected.

**CONSENT – must be signed with application!!!!**

I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and / or landlords;
2. My personal referees, employment details and or accountants details;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

\_\_\_\_\_

Applicant NameSignatureDate

**DECLARATION**

I, the Applicant, hereby offer to rent the property from the landlord under a lease to be prepared by the Agent. Should this applicant be approved, I acknowledge that I will be required to pay the following amounts:

\$	rent per week, or \$	rent per calendar month
	First payment of rent in advance:	\$
	Rental Bond:	\$
	Holding Deposit:	\$
	Subtotal:	\$
	Amount payable upon signing Tenancy Agreement:	\$

I acknowledge that this application is subject to the approval of the landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises I am applying for and am satisfied with the current condition and cleanliness of the property.

\_\_\_\_\_

Applicant NameSignatureDate

**OFFICE USE ONLY**

100 POINT IDENTIFICATION CHECK – The following identification has been photocopied and is attached to this application

Item	X	Points	Initial		X	Points	Initial
Drivers License		30					
Current Wage Advice x2 and/or Centrelink		30		Medicare / Private Health Card		10	
Last Months Bank Statement		20		Phone / Electricity / Gas bill		10	

Item	X	Initial		X	Initial
Personal Reference Checked			Previous Agent / Lessor Checked		
Tenancy Database Checked			Lessor Notified – Approved		
Employment Checked			Applicant Notified		