



337 HIGH STREET, PRESTON VIC 3072
T: 03 9478 6175 F: 03 9478 6171
eMail: clientservices@equitylinks.com.au website: www.equitylinks.com.au
A Unique Property and Finance Solution

TENANCY APPLICATION FORM

This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the Residential Tenancies Act 1997.

Information supplied on this form is strictly confidential. QNA Equitylinks Pty Ltd shall use it to perform reference checks and a rental history check through TICA – A Tenant Screening Service in Australia.

How to Access Information That TICA Holds?

Tenants can access their information by either **Fax**, **Phone** or **Mail**.



TICA PUBLIC ENQUIRIES DEPARTMENT



190 222 0346 (CALLS CHARGES AT \$5.45 PER MINUTE, HIGHER FROM MOBILE AND PAY PHONES)



P.O. BOX 120 CONCORD NSW 2137

INFORMATION FOR APPLICANTS

Each prospective tenant should complete a Tenancy Application Form.
You are required to provide the following documents with this application:

- **Evidence of income:** At least 1 Bank Statement OR Payslip within the last 5 weeks.
- **Photo Identification Documents:** Driver's License OR Passport

If successful you will be required to:

- Pay one months' rent in advance
- Pay the bond amount listed on this form to the RTBA
- Complete a Tenancy Agreement and Condition Report

Remember, it is your responsibility to have all services such as telephone, gas, electricity and water connected in your name to coincide with your date of occupation.

It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

For more information refer to *Renting a home: a guide for tenants and landlords* available from our office or Consumer Affairs Victoria on 1300 55 81 81.

BUILDING YOUR EQUITY

RENTAL PROPERTY DETAILS - complete by landlord/agent

ADDRESS

Postcode

PROPERTY RENTAL
 \$

PROPERTY BOND
 \$

TENANCY START DATE

TENANCY TERM

NAME OF PROPERTY MANAGER
 Linh Nguyen Linh.nguyen@equitylinks.com.au

TELEPHONE NUMBER
 0401 066 551

FAX NUMBER
 9478 6171

NAME OF ESTATE AGENCY (IF APPLICABLE)
QNA Equity Pty Ltd

APPLICANT DETAILS - complete by applicant

FULL NAME

CURRENT ADDRESS

Postcode

TELEPHONE NUMBER

DATE OF BIRTH

EMAIL

HOW LONG AT CURRENT ADDRESS
 Years Months

NAME OF CURRENT LANDLORD/AGENT

TELEPHONE NUMBER OF LANDLORD/AGENT

REASON FOR LEAVING CURRENT ADDRESS

PREVIOUS ADDRESS

Postcode

HOW LONG AT PREVIOUS ADDRESS
 Years Months

NAME OF PREVIOUS LANDLORD/AGENT

TELEPHONE NUMBER OF LANDLORD/AGENT

REASON FOR LEAVING PREVIOUS ADDRESS

DOCUMENTS - attached copies

please tick

CURRENT 3 MONTHS PAYSリップ

CURRENT 3 MONTHS BANK STATEMENTS

DRIVERS' LICENSE

PASSPORT

EMPLOYMENT DETAILS

OCCUPATION

Please circle: Full-Time Part-Time Casual

INCOME PER WEEK
 \$

OTHER INCOME
 \$

NAME OF CURRENT EMPLOYER

HOW LONG EMPLOYED THERE
 Years Months

POSITION HELD

ADDRESS OF CURRENT EMPLOYER

Postcode

TELEPHONE NUMBER

CONTACT PERSON

EMERGENCY CONTACT PERSON

EMERGENCY CONTACT NUMBER

RELATIONSHIP TO THE APPLICANT

OTHER DETAILS - occupancy & pets

NO. OF PEOPLE INTENDING TO RESIDE AT THE PROPERTY?
 Adults: Children: Ages:

PETS? HOW MANY TYPE

REFERENCE - attach written reference, if any

NAME

RELATIONSHIP TO APPLICANT

TELEPHONE NUMBER

DECLARATION

I declare that the information give on this form is true and correct to the best of my knowledge. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information from: the owner or the Agent of my current/previous residence; my personal referees and employer/s; any record, listing or database of defaults by tenants - if I default under a rental agreement, 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 : communicate with the owner and select a tenant; prepare lease/tenancy documents; allow tradespeople to contact me; lodge/claim/transfer to/from the RTBA; refer to VCAT (where applicable); transfer water account details into my name; complete a credit check with applicable tenancy database.

APPLICANT SIGNATURE

DATE: