



Please email completed application form with appropriate documents to either:
Keith Wiseman: keith@kwrealestate.com.au or Milton Drever: milton@kwrealestate.com.au

Tenancy Application Form

Once you have viewed the property, your application can be processed. Our office will endeavour to process and respond to your application within two working days to advise you of the outcome. If your application is successful, you will be required to pay a holding deposit of one weeks rent for the property, within 24 hours of approval. This will then become your first weeks rent.

Please note: this deposit is non-refundable if you do not proceed.

Application for Tenancy

Identification required:

No application will be accepted unless suitable identification is supplied. Each applicant must provide 100 points of I.D. based on the following documents:

- | | |
|--------------------------------------------------------|-----------|
| • Copy of bank statement | 40 points |
| • Passport, Proof of Residency or Drivers Licence | 30 points |
| • Payslip and/or letter of employment | 10 points |
| • Bankcard and/or Medicare card | 10 points |
| • Proof of Address (e.g. phone bill, electricity bill) | 10 points |

If not already included in the above I.D. points you must also provide the following:

- Proof of Income (payslip, latest group certificate)
- Proof of Business Ownership / Certificate of Registration (if applicable)
- Proof of Centrelink and/or Government Assistance (if applicable)
- Rental ledger from current Real Estate (if applicable)
- Proof of Home Ownership and/or Sale (if applicable)

The following must be paid on or before the commencement of your Residential Tenancy Agreement:

1. **Reservation Fee** – Equal to one (1) weeks rent
2. **Rent** – Equal to two (2) weeks rent
3. **Bond** – Equal to four (4) weeks rent

We do not accept personal cheques, cash or eftpos for these payments.

Please note: all future payments are then to be processed via Direct Debit from your nominated bank account.

RENTAL PREMISES APPLIED FOR: _____

RENT AMOUNT: \$ _____ LENGTH OF LEASE REQUIRED: _____

WHAT DATE WOULD YOU LIKE TO MOVE IN? (SUBJECT TO APPROVAL): _____

NUMBER OF OCCUPANTS: ADULTS: _____ CHILDREN: _____ CHILDREN AGES: _____

PETS (details): _____

PERSONAL DETAILS – APPLICANT 1

NAME: _____ DOB: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____ (M) _____

EMAIL: _____

LICENCE NUMBER: _____ PASSPORT NUMBER: _____

VEHICLE REGISTRATION NUMBER/S: _____

PERSONAL DETAILS – APPLICANT 2

NAME: _____ DOB: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____ (M) _____

EMAIL: _____

LICENCE NUMBER: _____ PASSPORT NUMBER: _____

VEHICLE REGISTRATION NUMBER/S: _____

EMPLOYMENT DETAILS – APPLICANT 1

OCCUPATION: _____ PERIOD OF EMPLOYMENT: _____

FULL TIME / PART TIME (circle)

EMPLOYERS NAME: _____

EMPLOYERS ADDRESS: _____

CONTACT NAME: _____ CONTACT NUMBER: _____

ANNUAL INCOME: _____

EMPLOYMENT DETAILS – APPLICANT 2

OCCUPATION: _____ PERIOD OF EMPLOYMENT: _____

FULL TIME / PART TIME (circle)

EMPLOYERS NAME: _____

EMPLOYERS ADDRESS: _____

CONTACT NAME: _____ CONTACT NUMBER: _____

ANNUAL INCOME: _____

CURRENT RENTAL / SALE (circle) INFORMATION – APPLICANT 1

PROPERTY ADDRESS: _____

NAME OF LANDLORD/AGENT: _____ CONTACT NAME: _____

PHONE NUMBER: _____ FAX NUMBER: _____

LENGTH OF TIME AT ADDRESS: _____ RENT PAID PER WEEK: _____

REASON FOR VACATING: _____

CURRENT RENTAL / SALE (circle) INFORMATION – APPLICANT 2

PROPERTY ADDRESS: _____

NAME OF LANDLORD/AGENT: _____ CONTACT NAME: _____

PHONE NUMBER: _____ FAX NUMBER: _____

LENGTH OF TIME AT ADDRESS: _____ RENT PAID PER WEEK: _____

REASON FOR VACATING: _____

PREVIOUS RENTAL / SALE (circle) INFORMATION – APPLICANT 1

PROPERTY ADDRESS: _____

NAME OF LANDLORD/AGENT: _____ RENT PAID PER WEEK: _____

PHONE NUMBER: _____ FAX NUMBER: _____

LENGTH OF TIME AT ADDRESS: _____ HOW LONG AGO: _____

PREVIOUS RENTAL / SALE (circle) INFORMATION – APPLICANT 2

PROPERTY ADDRESS: _____

NAME OF LANDLORD/AGENT: _____ RENT PAID PER WEEK: _____

PHONE NUMBER: _____ FAX NUMBER: _____

LENGTH OF TIME AT ADDRESS: _____ HOW LONG AGO: _____

PERSONAL REFERENCE (NOT RELATIVES) – APPLICANT 1

1. CONTACT NAME: _____ PHONE: _____

2. CONTACT NAME: _____ PHONE: _____

PERSONAL REFERENCE (NOT RELATIVES) – APPLICANT 2

1. CONTACT NAME: _____ PHONE: _____

2. CONTACT NAME: _____ PHONE: _____

DECLARATION FORM

THE APPLICANT ACKNOWLEDGES THAT THE AGENT WITH THE APPLICANTS CONSENT WILL VERIFY THESE REFERENCES:

I/We understand this agent is a member of TICA Pty Ltd and will be conducting a Reference Check. I/We authorize this agency to provide any information to TICA for the purpose of verification of my identity or listing. I/We acknowledge that if I/We are listed as a defaulter this Agency/Landlord has the authority to reject My/Our application. I/We recognise that if I/We default or are categorized as an Excellent Tenant will be listed accordingly. I/We also understand that when listed as a defaulter, our name will be deleted from the TICA database, when the problem is sorted out with the Agent/Landlord.

PRIVACY ACT 1988

COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy, if the application is successful may be disclosed for the purpose for which it was collected to other parties including to landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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. Personal information may be disclosed after the tenancy. 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.

NAME OF APPLICANT 1

NAME OF APPLICANT 2

SIGNITURE OF APPLICANT 1

SIGNITURE OF APPLICANT 2

DATE: _____

DATE: _____

APPLICANT 1

CONTACT IN CASE OF EMERGENCY (not each other): _____

NAME OF RELATIVE/FRIEND: _____

RELATIONSHIP: _____ CONTACT NUMBER: _____

APPLICANT 2

CONTACT IN CASE OF EMERGENCY (not each other): _____

NAME OF RELATIVE/FRIEND: _____

RELATIONSHIP: _____ CONTACT NUMBER: _____

RESERVATION FEE CONDITIONS

The acceptance of the reservation is subject to the following conditions:

1. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards the rent due for the residential premises concerned. During the reservation period and pending the drafting of a Residential Tenancy Agreement, no reservation fee will be accepted from any other applicant nor will the premises be reserved in another's favour.
2. If the landlord decides not to enter into a Residential Tenancy Agreement on the proposed terms during the reservation period, the entire fee will be refunded.
3. If the prospective tenant decides not to enter into such an agreement, the landlord is entitled to retain the reservation fee of one (1) weeks rent as required by legislation.

NOTE: If you dispute any or part of the amount forfeited in relation to Point 3 as specified above and if you are unable to resolve the dispute, you may apply to the Fair Trading tribunal for a determination on the matter. By law, legal action by the landlord to recover the disputed amount cannot be commenced until 28 days after it has been served upon you.

SIGNITURE OF APPLICANT 1

SIGNITURE OF APPLICANT 2

DATE: _____

DATE: _____

Please email completed application form with appropriate documents to either:
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