
TENANCY APPLICATION

DATE AND TIME SUBMITTED:

Date:

Time: am/pm

THE FOLLOWING INFORMATION AND CHECKLIST WILL ASSIST YOU TO COMPLETE THE TENANCY APPLICATION SO THAT IT CAN BE PROCESSED AS QUICKLY AS POSSIBLE. APPLICATIONS THAT ARE NOT COMPLETE AND DO NOT INCLUDE THE FOLLOWING DETAILS WILL NOT BE PROCESSED.

- **Proof of your current income – i.e. your most recent payslip or if you are self-employed, please provide your accountants details or a copy of your latest tax assessment.**
- **Form of identification, including at least one of the following – driver's licence, passport or photo I.D.**
- **A rental reference from your present/previous Landlord or Agent – If your rental reference is an Agent, you should be able to obtain a rental ledger from them, please attach where possible. If your rental reference is a private landlord, you must provide proof of tenancy i.e. a copy of the tenancy agreement and your private landlord's contact details or a written reference.**
- **If you are a current home owner and have never rented before, proof of ownership must be provided i.e. a copy of your rates notice.**
- **If you are in the Defence, copy of your Defence I.D.**

The property will remain on the market until a lease has been signed and initial rent and bond have been received.

If your application is successful:

You will be asked to sign a lease within 24 hours, or at another time agreed by both parties. All relevant parties must be present at the time of signing the lease.

At the time of the sign up you must also present your Bond and two weeks rent up front or proof of bank transfer. If you are paying upon signing the tenancy agreement it must be in the form of cheque or money order. We do NOT accept cash or personal cheques. If you are paying by bank transfer we require cleared funds by the move in date.

If your application is not successful: You will be notified by phone or email

| | | |
|---|---|--|
| Property that you are applying for: | | Date property was viewed: |
| Date Required: | Rental amount: | Length of lease required: |
| How did you find out about this property? | <input type="checkbox"/> NT News <input type="checkbox"/> Internet | <input type="checkbox"/> Walk In <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Other _____ |

Who will occupy the premises? Please tick box or indicate the number of people below:
 Single Couple (Married/Defacto) Family ___ people Multi-tenant _____ people

| | | |
|----------|------|--------------------------------------|
| 1. Name: | Age: | Relationship to other lease holders: |
| 2. | | |
| 3. | | |
| 4. | | |

APPLICANT 1 DETAILS:

| | |
|--|----------------|
| Applicant name: | Date of Birth: |
| Mobile: | Home: Work: |
| Email address: | |
| Applications pending on other properties? YES / NO | |
| Do you currently own a property? YES / NO | |
| Do you smoke? YES / NO | |

Please complete your rental history – Please start with your most recent address:

| Address | Dates at address | Rental price | Landlord/Agents Name and Phone Number |
|---------|------------------|--------------|---|
| | | | Name/Real Estate: Phone: Fax/email: |
| | | | Name/Real Estate: Phone: Fax/email: |

Please complete your current work details:

| | |
|-------------------------|---------------------------------|
| Current occupation: | Employer: |
| Duration of employment: | Salary must be): (filled |
| Reference contact name: | Reference contact number/email: |

APPLICANT 2 DETAILS:

| | | |
|--|-------|----------------|
| Applicant name: | | Date of Birth: |
| Mobile: | Home: | Work: |
| Email address: | | |
| Applications pending on other properties? YES / NO | | |
| Do you currently own a property? YES / NO | | |
| Do you smoke? YES / NO | | |

Please complete your rental history – Please start with your most recent address:

| Address | Dates at address | Rental price | Landlord/Agents Name and Phone Number |
|---------|------------------|--------------|---|
| | | | Name/Real Estate: Phone: Fax/email: |
| | | | Name/Real Estate: Phone: Fax/email: |

Please complete your current work details:

| | |
|-------------------------|---------------------------------|
| Current occupation: | Employer: |
| Duration of employment: | Salary must be): (filled |
| Reference contact name: | Reference contact number/email: |

APPLICANT 3 DETAILS:

| | | |
|--|-------|----------------|
| Applicant name: | | Date of Birth: |
| Mobile: | Home: | Work: |
| Email address: | | |
| Applications pending on other properties? YES / NO | | |
| Do you currently own a property? YES / NO | | |
| Do you smoke? YES / NO | | |

Please complete your rental history – Please start with your most recent address:

| Address | Dates at address | Rental price | Landlord/Agents Name and Phone Number |
|---------|------------------|--------------|--|
| | | | Name/Real Estate: Phone Fax/email: |
| | | | Name/Real Estate: Phone: Fax/email: |

Please complete your current work details:

| | |
|-------------------------|---------------------------------|
| Current occupation: | Employer: |
| Duration of employment: | Salary must be): (filled |
| Reference contact name: | Reference contact number/email: |

Pets:

| | | |
|--|--|--|
| Do you intend to keep pets at the premises? Please circle one: Yes No | If yes, please provide information: Type of animal: Breed: | Age: How Many: Indoor/outdoors: |
|--|--|--|

Defence Clause:

Are you in the Defence? Y/N.

The defence clause applies to all defence members and allows them to be let out of their lease with 28 days' notice should they be posted to another location. A copy of your posting order must be provided.

Emergency contacts for each applicant (Must be somebody not living with you):

| | |
|--------------------------|--------------------------|
| Name: | Name: |
| Email: | Email: |
| Mobile PH: | Mobile PH: |
| Work PH: | Work PH: |
| Relation to applicant 1: | Relation to applicant 2: |
| Name: | |
| Email: | |
| Mobile PH: | |
| Work PH: | |
| Relation to applicant 3: | |

Declaration:

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent should this application be accepted by the Landlord.

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 I am not bankrupt.

I authorise the Agent to obtain personal and financial information from:

- (a) The Owner or the Agent of my current and previous residence.
- (b) My personal references and employers
- (c) Any record, listing or database of defaults by tenants and credit defaults

If I default under a rental agreement, the agent may disclose details of such a default to: a tenancy default database,

I authorise the Landlord/Agent to disclose my personal information in order to

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organizations /trades people to contact me
- (d) Refer to collection agents/lawyers (where applicable in the future)

I am aware that if information is not provided or I do not consent to the uses to which personal information

is put, the Agent cannot provide me with the lease/tenancy of the premises

APPLICANT 1 Sign:

Print:

Date: _____

APPLICANT 2 Sign:

Print:

Date: _____

APPLICANT 3 Sign:

Print:

Date: _____

RENTAL REFERENCE:

To: _____ Email: _____ Date: ___/___/___
Time: _____am/pm

We have received an application from:

Property rented:

Period rented; _____

Authorisation by applicants:

Applicant Sign (1): _____ Print:

Applicant Sign (2): _____ Print:

Applicant Sign (3): _____ Print:

If you could please complete the following:

Were the above applicant/s listed as lessee/s? Yes / No

Did the tenants have a good rental payment history? Yes / No

Comments: _____

What rental was paid at the above property? \$_____ per week

Were the periodic inspections of a satisfactory standard? Yes / No

Comments: _____

Were there any Remedy Notices issued to the tenants? Yes / No

Comments: _____

Were the tenants easy to deal with? Yes / No

Comments: _____

Are the tenants breaking their lease? Yes / No

If the final inspection has been completed, was it of a satisfactory standard? Yes / No

Comments: _____

Will the tenants receive a full Bond Refund? Yes / No

Comments: _____

Would you rent to this tenant again? Yes / No

Any additional comments that you think may be helpful? _____

PLEASE ALSO ATTACH A RENTAL LEDGER.

Thank you for your assistance.