



Gove Real Estate

Property Management & Sales

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TENANCY APPLICATION

Instructions to ensure swift completion of your Application for Tenancy.

- ✓ Ensure you complete ALL areas of the application & the information is legible & concise for all occupants
- ✓ Ensure the phone numbers for your referees are current. Advise your referees to expect a call in the next 24 hours,
- ✓ Provide the contact name of your employment referee and recent payslip. (this person will be asked to verify your term of employment, wage etc)
- ✓ 2 x Photo Identification for each applicant is to be produced with the application, together with a rental ledger for your current rental accommodation.
- ✓ Company applications are to provide latest tax assessment

****PLEASE NOTE:**

We will be assessing your application on the day that it is submitted. If you have not heard within 24 hours of submitting please contact the Property Manager at the Gove Real Estate office. Incomplete information on an application will delay the process & could mean you will miss out on the property.

Important details for when your application is approved:

Gove Real Estate will expect you to pay the BOND (4 week's rent) within 24 hours of approval to secure the property. All applicants to be present.

You will need to pay the Bond and rent to the National Australia Bank account on signing of the lease. Please email or bring a copy of the receipt from the transfer. The first 2 weeks rent will be required before you take the keys and confirmation receipt of the power connection with NCL.

You are renting the property on an "as-is" basis. Any request for special conditions you wish for, must be included on your application form.

Important: Please ensure you arrange a suitable time with the property manager to do the property condition report if you wish to be present. Business hours only. You will always have 5 business days from lease commencement to review the report and make any amendments you feel required, in all cases. This is legislated.

If your application is Unsuccessful:

You will be notified by email or phone

Your application will be destroyed

The Owner may not provide a reason for why you were not successful

APPLICATION FOR TENANCY

Property Address:	Date:
Date Required:	Rental amount:
Lease Period:	How did you find out about this property?

Who will occupy the property?		
<input type="checkbox"/> Single <input type="checkbox"/> Couple (married/Defacto) <input type="checkbox"/> Family ____#People <input type="checkbox"/> Multi-tenant ____# People <input type="checkbox"/> Company _____(Company Name)		
Name:	Age:	Relationship to other lease holders:
1.		
2.		
3.		
4.		

Other Information:

Pets:

Do you intend to keep pets at the property? Please circle one Yes No	If yes, please provide information: Type of animal: Breed: Age: How many: Indoors / Outdoors:
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APPLICANT 1 DETAILS:

Name:		DOB:
Mobile:	Home ph:	Work ph:
Email:		
Preferred method of contact:		

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

Address	Date period	Rental price	Landlord / Agent Name Contact
			Name / Agency: Phone No: Email:
			Name / Agency: Phone No: Email:

Please Complete your current employment details:

Current Occupation:	Employer:
Commencement Date:	Annual Salary:
Reference Name:	Email: Mobile:

Next of Kin:

Name:		
Mobile:	Work ph:	Home ph:
Email:		
Relationship to applicant:		

APPLICANT 2 DETAILS:

Name:		DOB:
Mobile:	Home ph:	Work ph:
Email:		
Preferred method of contact:		

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

Address	Date period	Rental price	Landlord / Agent Name Contact
			Name / Agency: Phone No: Email:
			Name / Agency: Phone No: Email:

Please Complete your current employment details:

Current Occupation:	Employer:
Commencement Date:	Annual Salary:
Reference Name:	Email: Mobile:

Next of Kin:

Name:		
Mobile:	Work ph:	Home ph:
Email:		
Relationship to applicant:		

APPLICANT 3 DETAILS:

Name:		DOB:
Mobile:	Home ph:	Work ph:
Email:		
Preferred method of contact:		

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

Address	Date period	Rental price	Landlord / Agent Name Contact
			Name / Agency: Phone No: Email:
			Name / Agency: Phone No: Email:

Please Complete your current employment details:

Current Occupation:	Employer:
Commencement Date:	Annual Salary:
Reference Name:	Email: Mobile:

Next of Kin:

Name:		
Mobile:	Work ph:	Home ph:
Email:		
Relationship to applicant:		

APPLICANT 4 DETAILS:

Name:		DOB:
Mobile:	Home ph:	Work ph:
Email:		
Preferred method of contact:		

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

Address	Date period	Rental price	Landlord / Agent Name Contact
			Name / Agency: Phone No: Email:
			Name / Agency: Phone No: Email:

Please Complete your current employment details:

Current Occupation:	Employer:
Commencement Date:	Annual Salary:
Reference Name:	Email: Mobile:

Next of Kin:

Name:		
Mobile:	Work ph:	Home ph:
Email:		
Relationship to applicant:		



DECLARATION:

I hereby offer to rent the property from the Owner under a lease to be prepared by the Agent, should their 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 / Landlord or 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 for Agents, Landlords of properties that I may apply for in the future, credit, collection or insurance agents in relation to the defaulted tenancy.

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

- (a) Communicate with the Owner and select a tenant
- (b) Prepare lease and tenancy documents
- (c) Allow organisation and tradespeople to contact me
- (d) Refer Collection agent and lawyers (were 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. I am aware that I may access personal information on the contact details above.

Applicant 1 Sign: _____ Print: _____ Date: _____

Applicant 2 Sign: _____ Print: _____ Date: _____

Applicant 3 Sign: _____ Print: _____ Date: _____

Applicant 4 Sign: _____ Print: _____ Date: _____

PRIVACY RELEASE:

In accordance with the Privacy Act, I/We authorise the recipient of this document to give information to Gove Real Estate regarding my/our history. I/We understand this information will be used to assess my/our application.

TO: _____ **Email:** _____

We have received an application for tenancy from: _____

Property rented: _____

Rental Period: From ____ / ____ / ____ To ____ / ____ / ____ (if known)

Authorisation by Applicants:

Applicant 1 Sign: _____ Print: _____

Applicant 2 Sign: _____ Print: _____

Applicant 3 Sign: _____ Print: _____

Applicant 4 Sign: _____ Print: _____

If you could please complete and return to govorealestate@bigpond.com with a rental ledger.

Were the above applicant/s listed as lessee/s?	Yes / No
Did the tenant/s have a good rental payment history?	Yes / No
What was the rental at the above property?	\$ _____
Were the periodic inspections of a satisfactory standard?	Yes / No
Were there any Remedy Notices issued to the tenant/s?	Yes / No
Were the tenant/s easy to deal with?	Yes / No
Is / Are the tenant/s breaking their lease?	Yes / No
If the Final Inspection has been completed, was it satisfactory?	Yes / No
Did / Will the tenant/s receive a full bond refund?	Yes / No
Would you rent to this tenant/s again?	Yes / No
Any additional information or comments?	

Thank you for your time and assistance

Sent from Gove Real Estate: _____ Date: _____

From : _____ Date: _____