



TENANCY APPLICATION FORM

Dear Prospective Tenant,

- All applicant/s are required to inspect the premises prior to submitting the application.
- Please complete the tenancy application form and submit all supporting documents as requested below:
 - Driver licence / Passport / Medicare Card
 - Current tenant rental ledger report / Rent receipts
 - Most recent payslip / Letter from employer
 - Bank Statement / Centrelink statement
- Please note that tenancy selection decision is made by the landlord, his/her decision is final.

Informed Consent: I authorise and acknowledge that the information I provide may be used to carry out credit check on me. I also agree that should I be breach of any express or implied provision of the tenancy agreement or any provision of the Residential Tenancies Act, that I will pay the landlord's costs incurred in undertaking collection action to recover his/her losses.

Applicant 1 Signature Date

Applicant 2 Signature Date

AGENT USE ONLY

Name of Applicant/s

Address of Property

Initial Deposit (2 wks) \$ Date

Rental Bond (4 wks) \$ Date

Landlord Approval Lease Signed

Rent commence on of \$ per week



TENANCY APPLICATION FORM

Applicant 1

<p>RENTAL PROPERTY DETAILS</p> <p>Address of the property applied for <input style="width: 95%;" type="text"/></p> <p>PERSONAL DETAILS</p> <p>Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Surname <input style="width: 180px;" type="text"/> Given Name/s <input style="width: 200px;" type="text"/></p> <p>Date of Birth <input style="width: 180px;" type="text"/> License Number <input style="width: 200px;" type="text"/></p> <p>Phone Number <input style="width: 180px;" type="text"/> Passport Number <input style="width: 200px;" type="text"/></p> <p>E-mail Address <input style="width: 400px;" type="text"/></p> <p>How many people will occupy the property? Adults <input style="width: 80px;" type="text"/> Children <input style="width: 80px;" type="text"/></p> <p>Ages of Children (if applicable) <input style="width: 150px;" type="text"/></p> <p>Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how many and what type? <input style="width: 400px;" type="text"/></p> <p>APPLICANT HISTORY</p> <p>What is your current address? <input style="width: 400px;" type="text"/> <input style="width: 400px;" type="text"/></p> <p>How long have you lived at your current address? <input style="width: 80px;" type="text"/> Years <input style="width: 80px;" type="text"/> Months</p>	<p>Why are you leaving this address? <input style="width: 95%;" type="text"/></p> <p>Agent/Landlord details of previous property</p> <p>Name of landlord or agent <input style="width: 95%;" type="text"/></p> <p>Landlord/agent's phone no. <input style="width: 180px;" type="text"/> Weekly rent paid <input style="width: 150px;" type="text"/> \$ <input style="width: 80px;" type="text"/></p> <p>EMPLOYMENT HISTORY</p> <p>Occupation <input style="width: 250px;" type="text"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/></p> <p>Employer's Name <input style="width: 400px;" type="text"/></p> <p>Employer's Phone No. <input style="width: 180px;" type="text"/> Period of Employment <input style="width: 200px;" type="text"/></p> <p>EMERGENCY CONTACTS</p> <p>Surname <input style="width: 180px;" type="text"/> Given Name/s <input style="width: 200px;" type="text"/></p> <p>Relationship to you <input style="width: 180px;" type="text"/> Phone <input style="width: 200px;" type="text"/></p> <p>REFEREES</p> <p>1. Surname <input style="width: 180px;" type="text"/> Given Name/s <input style="width: 200px;" type="text"/></p> <p>Relationship to you <input style="width: 180px;" type="text"/> Phone <input style="width: 200px;" type="text"/></p> <p>2. Surname <input style="width: 180px;" type="text"/> Given Name/s <input style="width: 200px;" type="text"/></p> <p>Relationship to you <input style="width: 180px;" type="text"/> Phone <input style="width: 200px;" type="text"/></p>
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TENANCY APPLICATION FORM

Applicant 2

<p>RENTAL PROPERTY DETAILS</p> <p>Address of the property applied for <input style="width: 100%;" type="text"/></p> <p>PERSONAL DETAILS</p> <p>Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Surname <input style="width: 150px;" type="text"/> Given Name/s <input style="width: 150px;" type="text"/></p> <p>Date of Birth <input style="width: 150px;" type="text"/> License Number <input style="width: 150px;" type="text"/></p> <p>Phone Number <input style="width: 150px;" type="text"/> Passport Number <input style="width: 150px;" type="text"/></p> <p>E-mail Address <input style="width: 100%;" type="text"/></p> <p>How many people will occupy the property? Adults <input style="width: 50px;" type="text"/> Children <input style="width: 50px;" type="text"/></p> <p>Ages of Children (if applicable) <input style="width: 100%;" type="text"/></p> <p>Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how many and what type? <input style="width: 100%;" type="text"/></p> <p>APPLICANT HISTORY</p> <p>What is your current address? <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/></p> <p>How long have you lived at your current address? <input style="width: 50px;" type="text"/> Years <input style="width: 50px;" type="text"/> Months</p>	<p>Why are you leaving this address? <input style="width: 100%;" type="text"/></p> <p>Agent/Landlord details of this property</p> <p>Name of landlord or agent <input style="width: 100%;" type="text"/></p> <p>Landlord/agent's phone no. <input style="width: 150px;" type="text"/> Weekly rent paid <input style="width: 150px;" type="text"/> \$ <input style="width: 50px;" type="text"/></p> <p>EMPLOYMENT HISTORY</p> <p>Occupation <input style="width: 150px;" type="text"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/></p> <p>Employer's Name <input style="width: 100%;" type="text"/></p> <p>Employer's Phone No. <input style="width: 150px;" type="text"/> Period of Employment <input style="width: 150px;" type="text"/></p> <p>EMERGENCY CONTACTS</p> <p>Surname <input style="width: 150px;" type="text"/> Given Name/s <input style="width: 150px;" type="text"/></p> <p>Relationship to you <input style="width: 150px;" type="text"/> Phone <input style="width: 150px;" type="text"/></p> <p>REFEREES</p> <p>1. Surname <input style="width: 150px;" type="text"/> Given Name/s <input style="width: 150px;" type="text"/></p> <p>Relationship to you <input style="width: 150px;" type="text"/> Phone <input style="width: 150px;" type="text"/></p> <p>2. Surname <input style="width: 150px;" type="text"/> Given Name/s <input style="width: 150px;" type="text"/></p> <p>Relationship to you <input style="width: 150px;" type="text"/> Phone <input style="width: 150px;" type="text"/></p>
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DETAILS OF RENTAL (AGENT)

Type of premises Furnished Unfurnished

Rent \$ per

Commencement date for a period of

Residential Tenancy Agreement to be signed on

INITIAL PAYMENT

Rental Bond for a period

Rental Deposit for a period

Total Balance

Initial payment must be made in cash or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.

RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Reservation Fee of \$ _____ equivalent to _____ days rent to reserve the premises in favour of the Applicant for a period of _____ days from _____ to _____. (The reservation fee is calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent).
2. The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential Premises concerned during the reservation period, the whole of the fee will be refunded.
4. If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the Premises were not leased or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.
6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential Premises concerned.



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DECLARATION / AUTHORITY

- i. I, the Applicant, hereby apply for approval by the owner if the Premises referred to in this form to become the tenant of these Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my application, the Premises be reserved in my favour.
- ii. I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.
- iii. I, the Applicant, have inspected the mentioned Premises and wish to take a tenancy or such Premises for a period of _____ weeks, at a rental of \$_____ per week and that the rental to be paid is within my means.
- iv. I, the Applicant, undertake to pay a rental bond in cash or as requested upon signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agent, acting for the owners of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- i. to reserve the Premises for the period and in accordance with the conditions above stated,
- ii. to notify the applicant within the reservation period whether or not the application has been approved,
- iii. and if the applicant has been approved to also prepare within the reservation period of a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information, we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicant 1 Signature _____ Print Name _____ Date _____

Applicant 2 Signature _____ Print Name _____ Date _____

Agent's Signature _____ Print Name _____ Date _____