

This Agency is a member of TENANCY INFORMATION CENTRE AUSTRALIA PTY LTD (TICA)

Note:

- Each person applying must complete an application
- All questions must be answered for the application to be processed
- A minimum of 100 points must be photocopied & attached. No photocopying will be done at our office.
- All terms and conditions must be read and accepted
- Application must be signed

A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

If you have a second preference, the address of that property

2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Preferred lease term?

 Months

How did you find out about this property?

- Newspaper
 The Internet
 Sign Board
 Rental List
 Referral
 Office Window
 Other (specify)

B. PERSONAL DETAILS

4. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth

Driver's licence number Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

5. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

6. How many tenants will occupy the property?

Adults Children

Ages of Children

B. PERSONAL DETAILS (Continued)

7. Do you have any pets?

Yes No Inside Outside

If so please provide details of pet/s

Breed/type Council registration / number

1.

2.

8. Car Registration Year & Model

C. APPLICANT HISTORY

9. What is your current address?

Postcode

10. What period did you live at this address?

..... / / to / /

11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone Weekly Rent

\$

13. What was your previous residential address?

Postcode

14. What period did you live at this address?

..... / / to / /

15. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly Rent Paid

\$

Was bond refunded in full? If not why not?

D. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net weekly Income

Years

Months

\$

17. Please provide your previous employment details

Occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net weekly Income

Years

Months

\$

E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

F. REFERENCES

19. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

G. PAYMENT DETAILS

20. Property Rental

\$ per week

First payment of rent in advance (2 weeks rent)

Rental Bond (4 weeks rent)

Sub Total

Less: Reservation Fee (see section J)

Amount payable on signing tenancy agreement (bank cheque or cash)

All cheques are to be made out to "Florent & Munday Real Estate Trust Account".

H. 100 POINT CHECK

21. Please provide non-returnable copies of the following documentation with your application:

- A minimum of 100 Check Points is required for each applicant.
- Points must be made up from each of sections A, B and C as shown

A) Proof of Identity (30 Points)

Please Tick

You must provide one of the following:

Drivers Licence

or

Passport

30 Points

or

Birth Certificate + Photo ID

B) Proof of Income (30 Points)

You must provide at least one of the following:

Last Pay Advice

or

Current Centrelink Statement

30 Points

or

Current Bank Statement

(must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 Points)

You must provide at least 40 Points of the following documentation:

Current Rental Ledger (from Agent) 40 Points

Last 2 Rentals Receipts 20 Points

Two Written References 20 Points

Recent Rates Notice 30 Points

Vehicle Registration Papers 10 Points

Current Electricity/Phone Account 10 Points

Medicare Card 10 Points

Keycard/Credit Card 10 Points

Health Care Card 10 Points

Minimum of 40 Points Required

TOTAL POINTS (A + B + C) MINIMUM 100 POINTS REQUIRED

