

APPLICATION CHECKLIST

Please note: P Smith & Son WILL NOT copy supporting documentation required to be attached to your application.

Please ensure that you have attached copies of everything required **BEFORE** submitting it to our office.

PROOF OF IDENTIFICATION:

- Drivers Licence / Photo ID
- Passport (*if you do not have a licence or photo ID*)
- If you have been travelling overseas then a copy of the stamped pages leaving and entering back into Australia in your passport is required.

PROOF OF INCOME:

- Current payslips (*3 most recent*)
- Current Centrelink statement
- Recent bank statement (showing Centrelink/income)

SELF EMPLOYED - If you do not have payslips then please provide copies of at least 1 of the following:

- Last financial years Tax Assessment (from ATO)
- Statement from chartered accountant confirming income

OTHER DOCUMENTATION REQUIRED:

- Rent ledger for your rented properties listed on the application form.
- If you own property proof of ownership is required
e.g. copy of rates notice
- If you live in your own property then supporting documentation is required e.g. copy of electricity account for the premise, or landline telephone

Application for Tenancy

[One Form required per OCCUPANT. ALL sections to be completed]

Privacy Notice

The Agent is committed to the principles of the Privacy Act 1988(Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.



DATE: ____/____/____ ADDRESS APPLYING for: _____

APPLICANT DETAILS

TOTAL Number of OCCUPANTS: _____ Adults: _____ Children: _____ Ages: _____

Pets (specify breed, name, age): _____ (Pets are subject to landlord's approval)

PERSONAL DETAILS

SURNAME: _____ GIVEN NAMES: _____

Date of Birth: _____ Phone: Priv.: _____ Mob.: _____

Mobile: _____ Email: _____

Driver's Licence No.: _____ state _____ Car Registration No.: _____

Please circle: - **Smoker** / **Non-smoker**

TENANCY / LIVING HISTORY

Current:-

Address: _____ Time here: yrs _____ / mths _____

Own Renting Boarding Living at home Other _____

CURRENT LANDLORD / AGENT: _____

PHONE: _____ FAX: _____ EMAIL: _____

Has lease expired: Yes / No Reason for leaving _____ RENT: \$ _____ p/ wk

Previous:-

Address: _____ Time here: yrs _____ / mths _____

Own Renting Boarding Living at home Other _____

PREVIOUS LANDLORD / AGENT: _____

PHONE: _____ FAX: _____ EMAIL: _____

Reason for Leaving: _____ RENT: \$ _____ per wk

OTHER REFERENCES (eg credit references - provide names and phone numbers)

1. _____

2. _____

EMPLOYMENT

Current Employer: _____ Business Address: _____

Contact: _____ Phone: _____ Period Employed: _____

Terms of employment: full time / Part time / casual / contract

If Self Employed please provide the following details Sole Trader Partnership Company

Occupation: _____ Type of Business: _____

Business name: _____ ACN / ABN _____

Address: _____

Contact details: _____

PERSON TO NOTIFY IN AN EMERGENCY: NAME: _____

Relationship: _____ ADDRESS: _____

PHONE: Private: _____ Mobile: _____

PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected herein enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and/or complete.

NOTICE TO PROSPECTIVE TENANTS:

The availability of telephone lines, internet services, tv services (analogue, digital or cable) and the adequate reception of said services are the responsibility of the tenants and prospective tenants should make their own enquiries as to availability and service in the area before confirming or entering a tenancy of the property. The landlord does not confirm that any plugs, sockets or other such service points located in the property are serviceable, or will otherwise meet the tenants requirements and therefore the tenant must rely upon their own enquiries.

TV Reception & fixed telephone line: Please be aware there is nothing in the Residential Tenancy Act 1987 which requires a landlord to supply a television antenna or to guarantee reception or supply a fixed telephone line.

AUTHORITY & DECLARATION OF APPLICANT

By signing this application form I authorise the landlord's agent -

- [a] to check with my previous or current employer, my previous or current landlord/agent, and the referees Named in order to determine my suitability as a tenant;
- [b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies/ownerships; and
- [c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
- [d] I declare that I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.

VERIFICATION OF INCOME IF YOU ARE SELF EMPLOYED:

1. *Sole trader/partnership:* please provide a copy of last ATO assessment/bank account statement for business
2. *Company:* please provide a current Asset/Liability report from your accountant.

NOTE: The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.

TOGETHER WITH THIS APPLICATION YOU ARE REQUIRED TO PROVIDE:

- * PROOF OF YOUR ABILITY TO PAY THE RENT: eg: wage slip, centrelink statement &/or bank statement
- * POSITIVE PHOTO ID: all applicants / occupants must be sighted & photo identification provided
- * PROOF OF TENANCY AT YOUR PREVIOUS ADDRESS: rent receipts, rent references **OR**
- * PROOF OF OWNERSHIP AT YOUR PREVIOUS ADDRESS: - telephone/ electricity a/c's; rates notices etc.

It is necessary that our checks on your application show payments of rental monies made on time & good care of property. All information requested on this application form is required to be completed in full by the applicant/s.

**** Failure to complete this form in full may result in your application being unable to be processed ****

****** NB: APPROVED APPLICANTS WILL BE CONTACTED FOR AN APPOINTMENT TO INSPECT ******

Please feel free to check the status/progress of your application if you haven't heard from our team within 2 days of lodging your application (together with all supporting documentation)

Signature of Applicant: _____ Date: _____