



# TENANCY APPLICATION FORM

**Colliers Property Management**  
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ALL APPLICATIONS MUST BE PROVIDED WITH PHOTO ID or PASSPORT & 100 PT ID CHECK					
100 Point ID Check					
Type	Points	Yes/No			
Drivers Licence or passport	30 points		Current Bank Statement	30 points	
Current Wages Advice	20 points		Current Tenant Ledger	20 points	
Employer ref on letter head	10 points		Current Electricity/ Gas bill	10 Points	
Car REGO papers	20 points		Medicare Card	10 points	
1. Property Applying For			3. Emergency Contact		
Address:			Please provide and emergency contact not residing with you (e.g Next of Kin)		
Suburb:		Post Code:	First Name:		Surname:
Lease Term:	Years	Months	Relationship:		Phone:
Date Property to be Occupied: / /			Address:		
Advertised Rental amount \$ per week			Suburb:		Post Code:
Do you wish to pay rent MONTHLY or FORTNIGHTLY			4. Current Tenancy Details		
No. Of Person(s) Occupying: Adults Children			How long have you lived at your current address for?		
Any Pets ( outline Breed + Age )			Years: Months:		
2. Personal Details			Name of Landlord/Managing Agent:		
Title: First Name:		Phone Number:			
Middle Name:			Rent Paid per week/month:		
Last Name:		Sex: M/F	Reason for leaving:		
Date of Birth: / /		Age (Years/Months):	Was bond repaid in full? Yes No		
Drivers Licence No:		State of Issue:	If no, please specify why?		
Passport No:		Country:	5. Previous Rental History		
Car registration #			Previous Address:		
Please provide your current contact details			Suburb: Post Code:		
Current Address:			How long did you live at your previous address for?		
Suburb: Post Code:		Years: Months:			
Work No: Mobile:		Name of Landlord/Managing Agent:			
Email:					

*Our Knowledge is your Property*



5. Continued		7. If Self-Employed, please provide a statement of income from your accountant AND your current Tax Return	
Phone Number:		Company Name:	
Rent Paid per week/month:		Company Address:	
Reason for leaving:		Suburb:	Post Code:
Was bond repaid in full? Yes No		Business Type:	
If no, please specify why?		Position Held:	ABN:
<b>6. Current Employment Details</b>		Accountant Name:	Phone:
Occupation:		<b>8. Previous Employment Details</b>	
Employers Name:		Occupation:	
Employment Address:		Employers Name:	
Suburb: Post Code:		Employers Address:	
Employer Phone Number:		Employer Phone Number:	
Contact Name (e.g. Manager/Payroll):		Suburb: Post Code:	
Length at Current Employment: Years Months		Contact Name:	
Net Income \$ Per Week \$ Per Month		Length at previous employment: Years Months	
Please Circle: Full Time Part Time Casual Not Employed		Net Income \$ Per Week \$ Per Month	
<b>9. References</b>			
1. Reference Name:		Relationship:	
Occupation:		Phone Number:	
2. Reference Name:		Relationship:	
Occupation:		Phone Number:	

**Holding Deposit**

In accordance with section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following conditions:

- The applicant has paid a reservation fee of:  
\$ \_\_\_\_\_
- Equivalent to one week's rent to reserve the premises in favour of the applicant for a period of one week. The reservation fee is calculated on the basis that one day reserved equals one day rent, subject to a maximum of 7 days.
- The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
- If the Landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.
- Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.
- During the reservation period, no fee will be taken from any other applicant nor will the premises be reserved for another's favour.

Applicant's Acknowledgement of the above:  \_\_\_\_\_

Initial Payment	\$ _____	Bond	\$ _____
Lease Holding Deposit	\$ _____	Final Balance Due	\$ _____

**NOTE: ALL INITIAL PAYMENTS MUST BE MADE BY BANK TRANSFER**

The tenant acknowledges that the information is true and correct and this is a pre-condition of the owner entering into the residential agreement, that he or she is not bankrupt or insolvent, that the property has been inspected and will be leased in the condition that it is unless advised otherwise in writing.



#### Privacy Policy

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of tenancy if the Application is successful may be disclosed for the purpose for which it is collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the agent holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

#### Notice to Prospective Tenants

**The availability of telephone lines; internet services; analogue; digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make sure their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The Landlord does not warrant that any telephone plugs, antenna sockets or other such points located in the property are serviceable, or otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.**

#### Tenant Reference Australia (TRA) Declaration

I understand this agent is a member of Trading Reference Australia Pty Ltd. (TRA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA/Landlord/Video Store for the purpose of that check and I acknowledge that such may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification appears with the label "Refer to Agent" beside my name, the agency who conducted the search will call the listing agency to exchange information and establish why my details have been entered into the register. The agency that searched will then inform me of the listing, the listing agency name and contact details giving me the right to reply. I accept that I am currently listed as a defaulter with TRA, this Agency/Landlord/Video Store has the right to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy/ rental obligations in future, which means in breach of my contract/ lease agreement for residential property in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, recently put in place for residential tenants. I may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord/Video Store or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or holiday tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and of a high standard. I will not hold TRA accountable to the keying of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the agent responsible for same eventuates that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. I authorise the agent to contact two employers past and present to confirm my employment history. I also authorise the agent to contact two personal referees to establish my identification/location and concede that those referees have given permission to me to use them. Those referees have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.

I authorise the agent to obtain details of my creditworthiness from;

1. the owner or the Agent of my current or previous residence;
2. my personal referees;
3. any record, listing or database of defaults by tenants;

If I default under a rental agreement the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest in receiving such information.

I confirm the following:

1. I acknowledge that this application to rent this property and that my application is subject to the Landlord's approval.
2. I confirm having received a copy of this application for my retention.
3. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenant Reference Australia (TRA) being undertaken.

**SIGNATURE:**

**DATE:**