



TENANCY APPLICATION FORM

RENTAL PROPERTY ADDRESS:.....

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

- One Application is to be completed per person over 18 years of age.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24-48 hours of acceptance, a non-refundable amount, equal to 1 week’s rent must be paid by **Money Order** or **Bank Cheque ONLY** to secure the property.
- **This Application will not be processed until it is completed, signed on pages 3 & 4 and includes copies of 100 Points Identification.** Refer to the following list of accepted identification and point value of each. If you own your own home, we require the most recent rates notice. Submit copies of these documents with your Application.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
You must submit either Passport or Birth Certificate: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Pay Advices (Must be submitted with application)	25
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

APPLICANT CHECKLIST - BEFORE I SUBMIT THIS APPLICATION, I HAVE... (PLEASE TICK)

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read.
NB If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement and Privacy Consent **(MUST BE SIGNED)**
- Completed and Attached the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING RECEIVED			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

How did you find out about this Property

Website Newspaper Agency contact Sign Referral Other

Applicant's Details

Name in Full _____ Other Name You have been known by _____
Date of Birth _____ Place of Birth _____
Drivers Licence No. _____ Expiry _____ Passport No _____ Expiry _____
☎ Home _____ ☎ Mobile _____ ☎ Business _____
Email _____
Are you an Australian Citizen: Yes / No _____ If No: Refer to copies of Visa Expiry Date
Passport and Visa attached _____

Current Tenancy Details

Current Address _____
Rent per week \$ _____ Period of occupancy _____ Years _____ Months _____
Agent/Landlord _____ ☎ Business _____ Fax _____
Reason for leaving _____
Do you expect the Bond to be refunded in full Yes No Why: _____

Previous Tenancy Details

Previous Address _____
Rent per week \$ _____ Period of occupancy _____ Years _____ Months _____
Reason for leaving _____
Agent/Landlord _____ ☎ Business _____ Fax _____

Employment

Current Employer _____ Your Position _____
 Full Time Part Time Casual Contract
Length of Employment _____ Years _____ Net Pay is _____ each: week / fortnight /
Months _____ month _____
Payroll / Manager's Name _____ Fax _____ ☎ Business _____

If Self Employed

Company Name _____ Trading As _____
Address _____ ABN _____
Period self employed _____ Years _____ Months _____ Industry/ Nature of Business _____
Accountant Details _____ ☎ Business _____
Creditor Referee _____ ☎ Business _____

Income – specify \$Gross per annum and provide verification

Employment _____ \$ _____
Self Employment – provide Accountant letter to verify _____ \$ _____
Other: _____ \$ _____
TOTAL _____ \$ _____

If a Student or Not Currently Employed

Student ID # _____ Institution _____ Course _____ Duration _____
Refer to the following selected documents attached to Application to verify my source of income:
 Parent/Guardian Letter Centerlink Document Bank Statements Austudy Document Other

Vehicles to be kept at Property

Registration No

Model

Own / Hire Purchase

Other

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets No Yes: **Ensure that Pet Application and Agreement Form is completed and attached**

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes

Are you in debt to another Lessor or Agent? No Yes

Is there any reason known to you that would affect your ability to pay rent when due? No Yes

Was your Bond at your last address refunded in full? Yes No

Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____/____/_____.
I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses Re/Max Max Card for rent payments and if used the Tenant will incur a fee of \$9.60 per quarter.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to RE/MAX EXCELLENCE.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent <i>NB: If rent is over \$700pw, Bond is as specified on Rent List</i>	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

**APPLICANT'S SIGNATURE
(MUST BE SIGNED)**

Date ____/____/____

In Presence of Agency Representative

Date ____/____/____

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **RE/MAX EXCELLENCE**. I authorise **RE/MAX EXCELLENCE** to collect information about me from:

My previous letting Agents and/or Lessors;

My personal referees, employers and all other references on this application;

Tenancy Databases to which **RE/MAX EXCELLENCE** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **RE/MAX EXCELLENCE** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **RE/MAX EXCELLENCE** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

ELECTRONIC TRANSMISSION

It is agreed by signing this form, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT (MUST BE COMPLETED AND SIGNED BY APPLICANT)

Applicant Name	
Applicant Signature	
Date	
Time	

- ✓ If you are looking at further requests e.g. rent reductions or approval to install picture hooks etc, please ensure a cover letter is attached to your application to be discussed at the time your application is considered YES/NO
- ✓ Do you require a Bond Loan YES/NO
- ✓ Do you require a Defence Release Clause YES/NO
- ✓ Do you require Internet/Nbn to be installed YES/NO
- ✓ Do you require Foxtel YES/NO