

### Tenancy Application Form

**One application per person - All adults are required to complete an application**

#### Property Details

Property Address	
Proposed Lease Start Date	
Weekly Rent	

#### Applicant Details

Number of people to occupy the property? Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Children's Ages: \_\_\_\_\_

Title	Mr / Mrs / Ms / Miss / Mx / Dr / Other: _____
Given Name(s)	
Surname	
Date of birth	
Current Address	
Contact Number	
Email Address	

Pets (Breeds / Types)	
Vehicles/trailers/caravans	

#### Previous Address History

How long have you lived at your current address?	
Why are you leaving this address?	
Current rental company (if applicable)	
Landlord / rental agent's contact number & email	
Weekly rent paid	

Previous address	
How long did you live at your previous address?	
Why did you leave this address?	
Rental company (if applicable)	
Landlord / rental agent's contact number & email	
Weekly rent paid	

## Employment Details

Occupation	
Employment Type	Full time / Part time / Casual / Contractor / Self employed
Length of employment	
Company	
Direct Managers Name	
Managers Contact Details	

Previous Occupation	
Employment Type	Full time / Part time / Casual / Contractor / Self employed
Length of employment	
Company	
Direct Managers Name	
Managers Contact Details	

## Personal Reference

Name	
Contact Number	
Relationship to you	

## ID Requirements (100 points required)

### You must include as a part of your 100 points of ID:

- 1 x form of current photo ID (eg. driver's license, passport or 18+ card)
- Proof of income (2 x most recent payslips, centrelink statement or last financial year's tax return / letter from your accountant; if self employed)

Your application will not be processed until we have received all 100 points of ID

Drivers licence	40 points	Vehicle registration certificate	20 points
Passport	40 points	Bank statement	20 points
18+ / proof of age card	30 points	Council rates notice	20 points
Birth certificate	30 points	Phone / Electricity / Gas account	20 points
Current proof of income	20 points	Medicare card	10 points
Previous rental ledger	20 points	Centrelink / pension card	10 points

## Declaration

I hereby offer to rent the property from the owner, care of RE/MAX Platinum, under a lease to be prepared by the agent. Should this application be accepted by the landlord, I agree to enter into a General Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner / landlord. I declare that all information contained within this application is true and correct and given of my own free will. I declare that I have inspected the premises and I am not bankrupt.

I authorise the agent to obtain personal information from:

- the owner or the agent of my current or previous residence;
- my employer(s);
- my personal reference;
- any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking my tenancy history

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the agent may disclose details of any such default to a tenancy default database, and to agents / landlords of properties I may apply for in the future.

I am aware that the agent will use and disclose my personal information in order to:

- communicate with the owner to select a tenant
- prepare lease / tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge, claim & transfer bond to & from the Residential Tenancies Authority
- refer to tribunals / courts & statutory authorities (where applicable)
- refer to collection agents / lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the use of my personal information, the agent cannot process and approve my application in order to provide me with a lease / tenancy for the premises.

Full Name	
Signature	
Date	