

TENANCY APPLICATION INFORMATION

Please note that all applicants are checked through a Tenancy Default Agency.

Applicants must supply all the required information to enable processing. Each tenant is required to complete and application form.

REQUIRED INFORMATION:

At least one from each line is required.

Photo I.D. – Drivers Licence – Passport – Proof of Age Card

Rental References. – rental references or Agent Name and contact number

Documents: Birth Certificate – Electoral Enrolment – other Official Identification

Accounts: Bank/Building Society – Telephone/Electricity – Car Registration

Cards: Medicare – Bank/Credit – RACQ – MBF Etc

Proof of Income: Copies of recent pay slips – Centrelink Statements – Other proof of income

PROCESSING OF APPLICATION:

Applications are processed as soon as they are received. Providing that all the information supplied is correct and referees, employers etc. are able to be contacted, this should take no longer than 24 to 48 hours. The final decision is made by the owner of the property. If there is more than one application, the owner may need a little time to make a final decision.

WHEN YOUR APPLICATION IS APPROVED:

When your application has been approved, we require you to immediately pay the first **2 weeks** rent as a 'holding deposit' – until this deposit is received the property still remains 'available'. We will then make a time for you to attend our office to sign the lease and related documents. At this time you will be required to pay the rental bond of **4 weeks rent**, which is held by the Residential Tenancies Authority –RTA- until the termination of your tenancy.

Keys will only be handed over the day of the start of the lease after all parties named on the lease have signed the lease and bond documents.

**APPLICATIONS MUST BE COMPLETED IN FULL, BY ALL INTENDING TENANTS,
BEFORE APPLICATION WILL BE PROCESSED**

PROPERTY _____

LEASE TERM: 6 / 12 MONTHS

STARTING:

RENT PER WEEK \$

APPLICANTS DETAILS

NAME:		
PHONE: HOME:	WORK:	MOBILE:
EMAIL:		
CAR REGISTRATION:	DRIVERS LICENCE NO:	DATE OF BIRTH
18+ CARD NO:	PASSPORT NO:	/ /
CAR MAKE/MODEL/YEAR:		
NO OF CARS TO BE KEPT ON PREMISES:		
SMOKER: YES/NO		
PETS: YES/NO - TYPE/BREED		REGISTERED: YES/NO
FULL NAMES OF ALL PERSONS INTENDING TO OCCUPY THE PREMISES:		

CURRENT RESIDENCE DETAILS:

ADDRESS:		
RENTED/OWNED	\$	PER WEEK
NAME OF LANDLORD/PROPERTY MANAGER/AGENT IF SOLD:		
AGENTS ADDRESS:	PHONE:	
PERIOD OF OCCUPANCY:		
REASON FOR LEAVING:		
DO YOU EXPECT BOND TO BE REFUNDED: YES/NO		IF NO – WHY:

PREVIOUS RENTAL DETAILS:

ADDRESS:		
RENTED/OWNED:	\$	PER WEEK
AGENT:	PHONE:	
WAS BOND REFUNDED: YES/NO		

EMPLOYEMENT/INCOME DETAILS

OCCUPATION:		PERIOD OF EMPLOYMENT:	
EMPLOYER:		NETT WEEKLY WAGE: \$	
EMPLOYERS ADDRESS:		PHONE:	
FULL-TIME	PART-TIME	CASUAL – HOURS PER WEEK:	
STUDENT	PENSIONER	CENTRELINK	ALLOWANCE: \$
SELF EMPLOYED – NAME OF BUSINESS		INCOME: \$	
ADDRESS:			
HOW LONG ESTABLISHED:		ABN:	
ACCOUNTANTS NAME:		PHONE:	
OTHER INCOME – SAVINGS/INVESTMENTS		WEEKLY AMOUNT: \$	

PERSONAL REFERENCES: NOT RELATIVES

NAME:	ADDRESS:	PHONE:
NAME:	ADDRESS:	PHONE:
NAME:	ADDRESS:	PHONE:
EMERGENCY CONTACT:		PHONE:

PLEASE ENSURE YOU READ, SIGN AND DATE THE FOLLOWING DECLARATION

Have you ever been evicted by any lessor or agent? Yes No

Have you ever been refused another property by any lessor or agent?
Yes No

Are you in debt to another lessor or agent? Yes No

Is there any reason known to you that would affect your rent payments?
Yes No

Was your rental bond at your last address refunded in full? Yes No

If no - What deductions were made?

-
1. I, the applicant declare that the information contained in this application is true and that I have supplied it of my own free will AND I hereby authorise you as the letting agent, to conduct any enquiries, and or searches, including any tenancy databases, in order to verify the information contained in this application.
 2. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.
 3. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
 4. I, the Applicant declare that I am not bankrupt, and that the rental is within my means.

I, the Applicant would like to apply for the tenancy for the previously mentioned property committing to a 6/12 month lease starting from / / .
(Please insert date)

Applicants
Signature.....Date.....

In the presence of
.....Date.....

Property
Manager.....Date.....

Privacy Amendment (Private Sector) Act 2000

COLLECTION NOTICE (APPLICATIONS FOR TENANCY

The agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify the Applicants identity, and to process and evaluate the application. As part of the verification process the Agent, without limitation, may:

- disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of the information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the Property; and
- disclose to, and obtain from, third party operators of tenancy reference databases for details about the Applicant.

If the Applicant is successful, personal information collected about he Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and tradespeople maintaining and repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under that agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy databases and/ or other agents.

If the Applicant would like to access any personal information which the Agent holds about the Applicant, it can do so by contacting the Agent specified on the front of the tenancy application. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Applicant a reasonable fee to provide the requested access.

The Agent will take all reasonable steps to correct any personal information held by the Agent about the Applicant which the Applicant shows to be in accurate, incomplete or out-of-date. If the information described in the tenancy application is not provided, the Agent may refuse to accept and process the application.

- I/We DO AGREE/DO NOT AGREE - delete if not applicable – to the Agent using the personal information as contained in this notice

Signed.....Signed.....

Dated...../...../..... Witness.....