

# Tenancy Application Form

This Application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one applicant, a separate Application Form is required for each applicant.

<b>Property Address</b>			
<b>Tenancy requirements</b>	When do you want to move in?      /      /		
<b>Your full name</b>			
<b>Gender</b>	Male or Female		
<b>Your current address</b>			
<b>Your contact details</b>	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email		
<b>Current rental Details (if applicable)</b>	Current rent \$      per week	I have lived there for      months	
	Agent/Lessor name		
	☎ Business		
	Why are you leaving?		
<b>Previous address</b>	Address:		
	Rent \$      per week	I lived there for      months	
	Agent/Lessor name		
	☎ Business		
	Why did you leave?		
<b>Employment</b>	Current employer:		
	Job position		
	Length of employment	☎ Business	
	Contact name		
	Full time or part time? (Circle one)	Nett weekly income      \$	
<b>Personal details</b>	Date of birth		
	Drivers licence no.	Passport no.	
	Expiry date	Expiry date	
<b>Occupancy details</b>	What is the total number of occupants who will live in this property?		
	Number and ages of children (if any)		
	Full Name/s:		
	Gender of children: Male or Female		
	Pets?    Yes/No (circle one)		
	Number and type		
<b>Emergency contact details</b>	Name of contact		
	Address		
	Relationship to you      ☎ (Work)		
<b>Personal or business references (not relatives)</b>	<b>Name</b>	<b>Occupation</b>	<b>☎ (Work)</b>

<b>How did you find out about this property?</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Internet	<input type="checkbox"/> Sign board
	<input type="checkbox"/> Rental List	<input type="checkbox"/> Referral	<input type="checkbox"/> Window Display
	<input type="checkbox"/> Other (name)		

**I confirm the following:**

1. During my inspection of this property I found it to be in a reasonably clean condition  
Yes/No (circle one)
  2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the lessor's approval.
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3. I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval.
4. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

<b>100 Point Identification check</b>	<i>100 Points must consist of at least one form of photo I.D. and one proof of income document.</i>
<p>Drivers Licence (40), Passport (40), Birth Certificate (30), Other Photo ID (30), Medicare Card (20), Current Wage Advice (20), Previous Tenancy Reference (20), Previous 2 Rent Receipts (20), Motor Vehicle Registration Certificate (10), Bank Statement (10), Telephone Account (10), Electricity Account (10), Gas Account (10)</p>	

**Privacy Statement**

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, 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 reference databases. Information already held on these databases may also be disclosed to us and the lessor. If you enter into a General Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the lessor of the property for his / her / their acceptance and if the application is approved, to prepare a Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per week.

I undertake to pay a Rental Bond ( four weeks rent) and the first two weeks rent upon signing the Tenancy Agreement.

**Statement of Costs**

Rental Bond		\$
Two weeks rent		\$
Other _____		\$
	<b>Total</b>	\$ _____

Applicant's signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Agent's signature \_\_\_\_\_ Date \_\_\_\_\_