



# Tenancy

## APPLICATION FORM

### PERSONAL DETAILS

Title \_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Gender M/F Marital Status\_\_\_\_\_

Mobile Phone \_\_\_\_\_ Home/Work Phone \_\_\_\_\_

What time can you best be reached? \_\_\_\_\_

Are you a smoker? Y/N

Are you a student? Y/N

Do you receive a pension? Y/N

### EMERGENCY CONTACT / NEXT OF KIN

Name of Emergency Contact \_\_\_\_\_

Relationship \_\_\_\_\_ Contact Number \_\_\_\_\_

Address of Emergency Contact \_\_\_\_\_

\_\_\_\_\_

### CURRENT ADDRESS

What are your current living arrangements?

The owner



Renting through an agent

Renting through a private landlord

Living with parents

Other \_\_\_\_\_

Based on your answers above, please complete the relevant sections below:

Current Address \_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_

When did you move in? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Landlord / Parents Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Was your bond fully refunded? Y/N

## PREVIOUS ADDRESS

What are your current living arrangements?

The Owner

Renting through an agent

Renting through a private landlord

Living with parents

Other \_\_\_\_\_

Based on your answers above, please complete the relevant

sections below:

Current Address \_\_\_\_\_  
\_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

When did you move in? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Landlord / Parents Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Was your bond fully refunded? Y/N

## CURRENT EMPLOYMENT

What is your current work situation?

I am currently employed

I currently run my own business

I am not currently employed

I am retired

Company Name \_\_\_\_\_

Manager/Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Industry \_\_\_\_\_ Occupation \_\_\_\_\_

Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

Full or Part Time? \_\_\_\_\_

Gross Annual Salary Before Tax \_\_\_\_\_

## PREVIOUS EMPLOYMENT

What was your previous work situation?

Company Name \_\_\_\_\_

Manager/Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Industry \_\_\_\_\_ Occupation \_\_\_\_\_

Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

Full or Part Time? \_\_\_\_\_

Gross Annual Salary Before Tax \_\_\_\_\_

## PROPERTY DETAILS

Application Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Type of Property \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_

Preferred Start Date \_\_\_/\_\_\_/\_\_\_ Preferred Lease Length \_\_\_\_\_

Weekly Rent \_\_\_\_\_ Monthly Rent \_\_\_\_\_ Bond \_\_\_\_\_

## LANDLORD DETAILS

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OCCUPANTS

Occupant #1

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Age \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Will this person be on the lease? Y/N

Occupant #2

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Age \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Will this person be on the lease? Y/N

Occupant #3

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Age \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Will this person be on the lease? Y/N

Occupant #4

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Age \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Will this person be on the lease? Y/N

## VEHICLES

How many vehicles will be parked at the property? \_\_\_\_\_

Vehicle Type \_\_\_\_\_ Registration \_\_\_\_\_

Make & Model \_\_\_\_\_

## PETS

How many pets will reside at the property? \_\_\_\_\_

Breed(s) \_\_\_\_\_

Age(s) \_\_\_\_\_

Council Registration(s) \_\_\_\_\_

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## IDENTIFICATION & SUPPORTING DOCUMENTATION

To assess your application, the property manager requires the following copies of your identification and supporting documentation.

100 points of Identification

*\*You must Upload at least one form of photo identification.*

- Primary / Photo ID (50 points)
  - E.g. Driver's License, Passport, Keypass, Proof of Age
- Secondary ID (30 points)
  - E.g. Birth Certificate, Student Card, Medicare Card, Vehicle Registration
- Rental History / Proof of Address (30 points)
  - E.g. Rental Receipts, Signed Lease, Utility Bill, Bank Statements, Rental Reference
- Employment / Proof of Income (20 points)
  - E.g. Payslips, Letter of Employment, Employment Reference

# TENANCY PRIVACY STATEMENT/ COLLECTION NOTICE, & TENANT DECLARATION

## 1. Tenancy Privacy Statement/ Collection Notice

Due to the changes in the Privacy Laws, all property managers must ensure that you (the applicant) fully understand the National Privacy Principles and the manner in which they must use your personal information in order to carry out their role as professional property managers.

The information, personal and otherwise, provided by the prospective tenant in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the tenancy, to identify the applicants identity and to process, evaluate and manage the tenancy.

The personal information collected about you (the applicant) in this application may be disclosed, by use of the internet or otherwise, to other parties, including:

- The Landlord
- Referees
- Rental Bond Authorities
- Collection Agents
- Trades People
- Body Corporates
- Solicitors
- Tenant Databases
- Verification Services
- Financial Institutions
- Property Evaluators
- Other Real Estate Agents
- Other Landlords
- Government & Statutory Bodies
- Existing or Potential Clients of the Agent
- Other Third Parties as required by law

Information already held on tenancy databases may also be disclosed to the Agent and/or landlord.

Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of your State and to the NTD or TICA for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services to their clients. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently.

The privacy policy of your State's Real Estate Institute can be viewed by logging on to [www.reia.com.au](http://www.reia.com.au) and selecting your State.

The privacy policy of NTD can be viewed by logging on to [www.ntd.net.au](http://www.ntd.net.au).

The privacy policy of TICA can be viewed by logging on to [www.tica.com.au](http://www.tica.com.au).

The Agent will only disclose information in this way to the other parties to achieve the purposes specified above or as allowed under the Privacy Act.

If you (the applicant) would like to access this information you can do so by contacting the Agent at the address and contact numbers for the property you are interested in renting. You (the applicant) can also correct this information if it is inaccurate, incomplete or out of date.

If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/tenancy of the premises.

## 2. Tenant Declaration

- I acknowledge that this is an application to lease the property for which I am applying and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent should the premises not be ready for occupation on the due date or if my application is unsuccessful.
- I acknowledge that the processing period for my application could be up to 2 working days and in some circumstances longer. Unless contacted earlier by staff from the real estate agent in question - I will expect this time frame.
- I acknowledge that the landlord and landlord's agent will rely on the truth of my answers in assessing the application for tenancy
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act.
- I acknowledge that I will be required to pay rent and a rental bond subject to the conditions of the Agent
- I acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, to verify the validity of the personal details that have been supplied and to check my credit worthiness. 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 receiving such information.
- I/we have been given the opportunity to view a copy of the standard terms and conditions that would be included in a lease, should my application be successful.

- I declare that all information contained in this application is true and correct and given of my own free will and can be based as fact.
- I acknowledge that I have chosen of my own free will to send my application to the agent/landlord/ property manager listed in this application and their associated principles, agents and employees. I also acknowledge that I have reviewed, checked and approved the email address of the intended recipient being the agent/landlord/ property manager and their associated principals, agents and employees and authorise them to view all the details contained in this application, including any documents that I attach, to this email address for the purposes of making an application for tenancy.



**APPLICANT'S SIGNATURE**

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_