

RESIDENTIAL APPLICATION FORM For your application to be processed, this form needs to be fully completed, including the reverse side.

PROPERTY DETAILS
1. The address of the property you would like to rent (order of preference if more than one):

1

2.

3.

2. Lease commencement date:
3. Lease Term:
4. How many tenants will occupy the property?

Adults: Children: Ages of Children:

PERSONAL DETAILS
5. Please provide your details:

Mr

Ms

Miss

Mrs

Other

Given Name/s:

Surname:

Date of Birth:

Driver's License No:

Driver's License State:

Passport No:

Passport Country:

Pension No:

Pension Type:

Home Phone No:

Mobile Phone No:

Work Phone No:

Fax No:

Email Address:

APPLICANT HISTORY
6. What is your current address?

State/Postcode:

7. How long have you lived at your current address?

Years:

Months:

8. Why are you leaving this address?
9. Landlord/Agent details of this property (if applicable)

Name of Landlord/Agent:

Landlord/Agent Phone No:

Weekly Rent Paid

\$

APPLICANT HISTORY CONTINUED
10. If you have lived at your current address for less than 5 years, please list your previous address(s):

State/Postcode:

11. How long did you live at this address?

Years:

Months:

12. Landlord/Agent details of this property (if applicable)

Name of Landlord/Agent:

Landlord/Agent Phone No:

Weekly Rent Paid

\$

13. Please list a third address (only if applicable)

2

State/Postcode:

14. How long did you live at this address:

Years:

Months:

15. Landlord/Agent details of this property (if applicable)

Name of Landlord/Agent:

Landlord/Agent Phone No:

Weekly Rent Paid

\$

CONTACTS / REFERENCES
16. Please provide a contact in case of emergency
1. Given Name/s:

Surname:

Relationship to you:

Phone No:

2. Given Name/s:

Surname:

Relationship to you:

Phone No:

EMPLOYMENT HISTORY

18. Please provide your employment details:

What is your occupation?

What is the nature of your employment?

(Full Time / Part Time / Casual)

Employer's Name:

Employer's Address:

State/Postcode:

Contact Name:

Phone No:

Length of employment:

Net Income:

Years:

Months:

\$

19. Please provide your previous employment details:

Occupation?

Employer's Name:

Contact Name:

Phone No:

Length of employment:

Net Income:

Years:

Months:

\$

OTHER INFORMATION

20. Car Registration:

21. Please provide details of any pets:

Breed/type

Council Registration/number

1

2

APPLICATION DOCUMENTS REQUIRED

When submitting your application form you are required to provide 100 points of identification and two recent payslips or an income statement. Please attach the required documents to your application form. Applications forms will not be processed without the required attached documents. **100 Points of Identification Include:**

Points	Type of I.D.
40	Driver's license or Passport
30	Rental Ledger, Council Rates Notice
20	Medicare Card, Bank/Credit Card
10	Copy of Birth Certificate, Utility Account, Current Vehicle Registration

PAYMENT DETAILS

Property Rental Per Week:	\$
First payment of rent in advance (two weeks rent):	\$
Rental Bond (four weeks rent):	\$
Sub Total:	\$
Less: Holding deposit (see below)	\$
Amount payable on signing tenancy agreement: (Rent in advance + bond - deposit)	\$

HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved. The holding fee (not exceeding 1 week's rent of \$) keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that: (i) The application for tenancy has been approved by the landlord; and, (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned. (v) The whole of the fee will be refunded to the prospective tenant if: (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs of other work and the landlord does not carry out the repairs or other work during the specified period. (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentations before entering in the residential tenancy agreement.

Signature of Landlord's Agent:	Date:
Signature of Applicant:	Date:

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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

- (a) The owner or the agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD or TICA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting:
NTD: 1300 563 826, TICA 1902 220 346

If I am in 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:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/ from a bond authority (where applicable)
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the agent cannot provide me with the lease/tenancy of the premises.

Print Name:

Signature:

Date:

*Both parties acknowledge that the residential tenancy requirements differ in each state and that the terms of this application are subject to state residential tenancy legislation.