

## Please Read Before Lodging This Application

### IMPORTANT INFORMATION

We require one application per person over the age of 18 who will be residing at the property even if their name/s will not be listed on the Residential Tenancy Agreement.

We also require the following supporting documentation:

- Photo ID (driver's licence, passport, proof of age card).
- Proof of income (last 3 pay slips, letter from your employer on company letter head).  
If you are self-employed, please obtain a letter from your accountant.
- If you are a home owner, a copy of your latest council or water rates notice.
- A bill with your name and current address (eg. Phone bill, electricity account, car insurance).

### 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 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 found them to be in a reasonably clean condition.

I declare that I am not bankrupt.

I authorise the Agent to obtain personal information from:-

- A. The owner or agent of my current and previous residences.
- B. My employer/s and my personal referees.
- C. Check any record listing or database of defaults by tenants such as NIDA, 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: 902 220 346
- 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:

- 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
- 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.

Applicants Full Name:

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Signature:

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Date:

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## Property Details

Property Address:

Post Code:

How many tenants will occupy the property:

Children:

Adults:

Ages:

Rent: \$

P/W Lease commencement date:

Term:

Pets YES / NO If yes, how many?

Breed:

## Personal Details

Name:

Phone:

(M)

(W)

(H)

Email:

DOB:

Drivers Lic / 18+ Card Number:

Passport number:

Passport country:

Pension Number & type (if applicable)

Payment per fortnight

Car registration

Smoke: YES / NO

## Applicant History

Current Address:

How long have you lived at your current address?

Why are you leaving?

Landlord / Agent's details of this property (if applicable)

Landlord / Agent's phone number:

Weekly rent paid: \$

What was your previous residential address?

How long did you live at this address?

Name of agent or landlord:

Landlord / Agent's phone number:

Weekly rent paid: \$

Was your bond refunded in full?

If not, why not?

## Employment History

Current Occupation:

Employer / Business Name:

Contact:

Phone:

Period of Employment:

Type: Full Time  Perm Part Time  Casual

Net weekly income: \$

Additional Income \$

Source of additional income:

If employed for less than 6 months, Previous Occupation:

Employer / Business Name:

Contact:

Phone:

Period of Employment:

Type: Full Time  Perm Part Time  Casual

## Contacts / References

Emergency contact:

Phone:

Relationship to you:

Personal References (not relatives)

Surname:

Given name:

Phone:

Relationship:

Surname:

Given Name:

Phone:

Relationship

**If a holding deposit is being paid on the property, the following conditions apply**

- A. That the premises will not be reserved for any other applicant, nor will a holding fee be received from any other applicant.
- B. The holding fee will be paid towards the rent for the premises on signing the tenancy agreement.
- C. That should the applicant decide not to proceed, the landlord may retain the whole amount of the holding fee.
- D. The holding fee will be banked into a Trust Account.