

RESIDENTIAL TENANCY APPLICATION



First Preference

(Address of the Property you would like to Rent)

:

Commencement Date	Rent	
\$ Per Week	\$ Per Month	\$ Bond
Lease Term		
Year	Month	
Number of Occupants		
Adults		
Children & Ages		

Applicant Details

Title	First Name	
Family/Last Name		
Have you been known by any other name?	If Yes, what other name have you been known by?	

Do you have any dependents?	Age/s of Dependents	Total number of applicants applying for property

Dependents Name/s

Date of Birth	Email

Mobile Phone	Home Phone	Work Phone

Driver's Licence Number	Expiry Date

Vehicle Registration	State

Passport Number	Expiry Date	Passport Country

Pension/Medicare No. (if applicable)	Pension Type

100 Points - Option List

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- | | |
|----------------------------------|--------------|
| • Passport | • 40 points* |
| • Current Drivers Licence | • 40 points* |
| • Proof of age card | • 40 points* |
| • Student ID | • 40 points* |
| • Tenancy History Ledger | • 40 points* |
| • Previous 4 rent receipts | • 40 points* |
| • Bank or Credit Card Statements | • 30 points* |
| • Recent Telephone Account | • 30 points* |
| • Recent Electricity Account | • 30 points* |
| • Recent Gas Account | • 30 points* |
| • Medicare Card | • 10 points* |
| • Birth Certificate | • 10 points* |

You must provide one of the items in bold type

Please Also Attach the Following Documents

- Proof of rental history
- Proof of current address
- Proof of income
- Printout of tenancy history or Last four rental receipts
- Utility statements or Council rates notice
- 3 previous pay slips or Bank statement or Tax returns if self-employed

Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.

Agency Process

Applications

When you find a suitable property, it is a requirement that every prospective occupant complete an application form. The application form cannot be processed unless all required information is supplied to our agency.

Please refer to the application as to what information will be required

Application processing time frame

Upon submitting a fully completed application form, the required processing time will be 24-48 hours. We will communicate the status of your application with you regularly via email and phone, please ensure you have provided accurate details to enable us to efficiently process your application. If your application is not successful, you are able to collect the application form from our office or we will dispose of the form appropriately. Please ask if you would like a copy of our Privacy Policy

Successful applications

If your application is successful, you will be contacted via phone and email. Within 24 hours of an approved application we require a holding deposit equivalent to 1 weeks rent to be paid. If the property is vacant, the initial rent and the bond will be need to be paid and the Tenancy Agreement signed within 48 hours.

Current Address		Post Code
Length of Stay (Year's/Month's)	Rent	
Reason for Leaving	Bond Refund in Full Amount if not refunded in full, please state the reason	
Landlord/Agent	Contact Number	

Previous Address	Post Code

Length of Stay (Year's/Month's)	Rent
Reason for Leaving	Bond Refund in Full Amount if not refunded in full, please state the reason
Landlord/Agent	Contact Number

Present Occupation	
Nature of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Employer's Name	
Employer's Address	
Contact Name	Phone
Length of Employment (Year's/Month's)	Weekly Income
	\$

Next of Kin (Not residing with you)

Last Name	Given Name
Home Number	Work/Mobile Number
Relationship	

Personal References (Should not be related to you and have agreed to be your referees)

1. Last Name	Given Name
Home Number	Work/Mobile Number
Relationship	Address

2. Last Name	Given Name
Home Number	Work/Mobile Number
Relationship	Address

If Self Employed (Should not be related to you and have agreed to be your referees)

Business Name	
How Long are you self employed?	ABN
Address of Business	
Accountant's Name	Phone

If you are a Student, What University, TAFE or School do you attend?

Student Identification Number	Overseas Student ?
Visa Expiry	Date

Please advise the following by selecting either YES or NO

Have you ever been evicted by any agent / lessor?	
Is there any reason known to you that would affect your ability to pay rent?	
Was your rental bond at your last address refunded in full?	
Are you in debt to another agent / lessor?	

Please advise what deductions were made from your rental bond: and / or WHY are you in debt to your past agent/ lessor?	
The customer acknowledges that one application form has to be completed per person applying	
The customer acknowledges that they have received the Privacy Policy of the agent	
The customer acknowledges that both the lessor and tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it	

Other Information

Children (How many and Ages)	
Pets (Number of Pets, Age(s), Breed and Council Registration Number)	
Make/Type of Car/Car Registration Number	
SMOKER?	

Applicant Signature

Date