

APPLICATION FOR RESIDENTIAL TENANCY

IMPORTANT- TO CONSIDER YOUR APPLICATION, WE REQUIRE YOU TO:

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- Read and Sign the **Privacy Act Acknowledgment Form**
- **Provide identification to pass our 100 POINT CHECK**

Processing and Application Acceptance/Non- Acceptance

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT- We are unable to give any reason for non-acceptance if your application is not approved for tenancy**
- Should your application be accepted, **you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible.**
- **Water Charges may also apply- please check with the property manager.**
- It is a tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.

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:	
Postcode:	
2. Lease commencement date:	
3. Lease Term:	
4. Rent: \$ per week 5. Bond: \$	
6. How many tenants will occupy the property?	
Adults: Children: Ages of Children:	

PERSONAL DETAILS - APPLICANT 1				
7. Please provide your details				
Mr	Mrs	Ms	Miss	Other
Given Name/s:				
Surname:				
Date of Birth:				
Driver's Licence No.:				
Driver's Licence State:				
Passport No:		Passport Country:		
Pension No:		Pension Type:		
Home Phone No:				
Mobile Phone No:				
Work Phone No:				
Fax No:				
Email Address:				

PROOF OF IDENTIFICATION – 100 POINT CHECK			
We require each applicant to provide the following identification from all three categories with a total sum of 100 points of more			
Category	Identification required per applicant	Point Value	
1	Current Agent Rent History Ledger/Record	50 Points	
1	Current Passport (only if non-Australian Resident)	40 Points	
1	Latest Telephone Account (Landline only)	40 Points	
1	Latest Electricity or Gas Account (with Address)	40 Points	
1	Current Driver's Licence – with photo	40 Points	
2	Proof of Age Card – with photo	40 Points	
2	Tertiary Education Photo ID	30 Points	
2	Current Vehicle Registration	30 Points	
2	Passport (Australian Resident)	40 Points	
3	Medicare Card	40 Points	
3	Citizenship Certificate	40 Points	
3	Birth Certificate	40 Points	
3	Debit/Credit Card	40 Points	

HISTORY – APPLICANT 1	
8. What is your current address?	
State:	Postcode:
9. How long have you lived at your current address?	
Years:	Months:
10. Why are you leaving this address?	
11. Landlord/Agent details of this property (if applicable)	
Name of Landlord/Agent:	
Landlord/Agent Phone No:	
Email Address:	
Weekly Rent Paid:	
12. If you have lived at your current address less than 5 years, please list your previous address(s):	
2.	
State:	Postcode:
13. How long did you live at this address?	
Years:	Months:
14. Landlord/Agent details of this property (if applicable)	
Name of Landlord/Agent:	
Landlord/Agent Phone No:	
Email Address:	
Weekly Rent Paid:	
15. Please list a third address (only if applicable)	
3.	
State:	Postcode:
16. How long did you live at this address?	
Years:	Months:
17. Landlord/Agent details of this property (if applicable)	
Name of Landlord/Agent:	
Landlord/Agent Phone No:	
Weekly Rent Paid:	

CONTACTS / REFERENCES – APPLICANT 1	
18. 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 – APPLICANT 1	
19. Please provide your employment details:	
What is your occupation?	
What is the nature of your employment? (please circle)	
Full Time	Part Time Casual
Employer's Name:	
Employer's Address:	
State:	Postcode:
Contact Name:	
Phone No:	
Length of Employment:	Years Months
Net Income:	
20. Please provide your previous employment details:	
What is your occupation?	
Employer's Name:	
Employer's Address:	
Contact Name:	
Phone No:	
Length of Employment:	Years Months
Net Income:	

OTHER INFORMATION	
21. Car Registration:	
22. Please provide details of any pets:	
Pet #1. Breed/Type:	Pet #2. Breed/Type:
Age/Sex:	Age/Sex:
Name:	Name:
Is the pet desexed?	Is the pet desexed?
Is the pet registered?	Is the pet registered?

22. Please provide details of any pets:	
Pet #3. Breed/Type:	Pet #4. Breed/Type:
Age/Sex:	Age/Sex:
Name:	Name:
Is the pet desexed?	Is the pet desexed?
Is the pet registered?	Is the pet registered?

PERSONAL DETAILS - APPLICANT 2				
5. Please provide your details				
Mr	Mrs	Ms	Miss	Other
Given Name/s:				
Surname:				
Date of Birth:				
Driver's Licence No.:			Licence State:	
Passport No:		Passport Country:		
Pension No:		Pension Type:		
Home Phone No:				
Mobile Phone No:				
Work Phone No:				
Email Address:				

HISTORY - APPLICANT 2	
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:	
Email:	
Weekly Rent Paid:	
10. If you have lived at your current address less than 5 years, please list your previous address(s):	
2.	
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:	
Email Address:	
Weekly Rent Paid:	

13. Please list a third address (only if applicable)	
3.	
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 - APPLICANT 2	
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 - APPLICANT 2		
17. Please provide your employment details:		
What is your occupation?		
What is the nature of your employment? (please circle)		
Full Time	Part Time	Casual
Employer's Name:		
Employer's Address:		
State: Postcode:		
Contact Name:		
Phone No:		
Length of Employment:		Years Months
Net Income:		
18. Please provide your previous employment details:		
What is your occupation?		
Employer's Name:		
Employer's Address:		
Contact Name:		
Phone No:		
Length of Employment:		Years Months
Net Income:		

DECLARATION

The applicant acknowledges:

1. that the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
2. that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
3. that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
4. **That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per State calculations. Costs to be calculated on a daily basis.**

5. Please Note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES

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 (including the reverse side) 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.

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/ Trust Account; (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) or TICA

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. I am aware that I may access personal information on the contact details above.

6. Inconsistency

If there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

7. Privacy Act 1988

7.1 The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the Application and to manage the tenancy. Personal information collected about this Applicant in this Application and during the course of the tenancy (if this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of residential tenancy databases.

7.2 Information already held on Residential Tenancy Databases may also be disclosed to the Agent and/or landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, this fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord or, third party operators of residential tenancy databases and or other agents.

8. Applicant acknowledges the Agent's disclosure of the use of Residential Tenancy Database to check the Applicant's tenancy history

TICA – PO Box 120 Concord NSW 2137, Telephone 190 222 0346 or www.tica.com.au

NTD- GPO Box 13294 George St, Brisbane Qld 4003, Telephone 1300 563 826 or www.ntd.net.au

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

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