

Tenancy Application Form

Each adult intending to live at the premises must complete an individual application form.

Rental Property	Address _____
Tenancy Requirements	Commencement date ___/___/___ Length of tenancy _____ months
Applicant's Details	Name _____
	Current Address _____
	Phone _____ Work _____ Mobile _____
	Email _____ DOB ___/___/___
	Drivers licence no. _____ Expiry date ___/___/___
	Passport no. _____ Expiry date ___/___/___
Income Details	Current employer _____ Occupation _____
	Period of employment _____ Employer contact number _____
Occupancy Details	Total number of occupants who will live in this property _____
	Number of children _____ Ages of children _____
	Pets? <input type="checkbox"/> Yes <input type="checkbox"/> No Number and type _____
Current Rental Details	Rent \$ _____ per week How long have you lived at this address? _____
	Current agent/landlord _____ Ph _____
	Reason for leaving _____
Previous Rental Details	Address _____
	Rent \$ _____ per week How long did you live at this address? _____
	Agent/Landlord _____ Ph _____
	Reason for leaving _____
Emergency Contact	Name _____ Ph _____
	Address _____
	Relationship _____ Email _____

Character Referees (not relatives)	Name	Occupation	Phone
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Necessary Documentation to Support Application - to ensure application is complete include at least 1 from each row below:

- Identification (photo) Copy of - Drivers licence/Passport/Proof of Age Card
- Identification Copy of - Birth certificate/Medicare Card
- Proof of all income Copies of - Last three pay slips/Centrelink income statement/Bank statement/Tax Office Notice of assessment
- Rental references Copies of - Specific details of previous properties rented/Written references landlord or agency
- General Referees Copies of - Specific contact details employment or character/Written Employment or Character

Statement of Costs

Rental Bond (4 weeks rent)	\$ _____
Rent in Advance (2 weeks rent)	\$ _____
Total	\$ _____

If a reservation fee is being paid on the property, the following conditions will apply (NSW only)
It is hereby acknowledged:

1. That the applicant has paid a reservation fee of \$ _____ equivalent to seven days rent to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the applicant for a period of _____ days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded to the applicant in full.
5. That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
7. That the reservation fee will be banked into a trust account and any refund given will be by way of a trust account cheque.(Agency Name), acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:
 - a. To reserve the premises for the period and in accordance with the conditions above stated.
 - b. To notify the applicant within the reservation period whether or not the applicant has been approved.
 - c. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

I confirm the following:

1. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
2. I confirm having received a copy of this application for my retention.
3. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises. I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$ _____ per month/fortnight.

Applicant's full name _____

Applicant's signature _____

Date _____ / _____ / _____