

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**

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 OR MORE.

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/>	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Current Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (with Address)	40 Points
1 <input type="checkbox"/>	Current Driver's Licence- with Photo	40 Points
2 <input type="checkbox"/>	Proof of Age Card- with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	40 Points
3 <input type="checkbox"/>	Medicare Card	40 Points
3 <input type="checkbox"/>	Citizenship Certificate	40 Points
3 <input type="checkbox"/>	Birth Certificate	40 Points
3 <input type="checkbox"/>	Debit/Credit Card (photocopy)	40 Points

Processing and Application Acceptance/Non Acceptance PLEASE READ CAREFULLY

- 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. You will be asked to pay the money by postal order or cheque.**
- **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.
We can assist you through **Direct Connect**

F. APPLICANT ONE- HISTORY**8. How long have you lived at your current address?**

	Years		Months
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9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

	\$
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11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

	\$
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Was bond refunded in full?

If not why not?

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G. EMPLOYMENT HISTORY**14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

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Length of employment

Net Income

	Years		Months	\$
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15. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

	Years		Months	\$
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H. CONTACTS/REFERENCES**16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

17. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**18. Car Registration**

19. Please provide details of any pets

Breed/type

Council registration / number

1.	
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2.	
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PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- The Advertiser The Internet Local Paper
 Board Counter List Relocation Company
 Referral Other (specify)

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each

OFFICE USE ONLY**Property Rental**

\$	per week	\$	per month
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J. APPLICANT TWO- DETAILS**20. Please give us your details**Mr Ms Miss Mrs Other Surname Given Name/s Date of Birth Driver's licence number Driver's licence expiry date Driver's licence state Passport no. Passport country Pension no. (if applicable) Pension type (if applicable) **21. Please provide your contact details**Home phone no. Mobile phone no. Work phone no. Fax no. Email address **22. What is your current address?**
 Postcode**K. APPLICANT HISTORY****23. How long have you lived at your current address?** Years Months**24. Why are you leaving this address?****25. Landlord/Agent details of this property (if applicable)**Name of landlord or agent Landlord/agent's phone no. Weekly Rent Paid \$**26. What was your previous residential address?**
 Postcode**27. How long did you live at this address?** Years Months**K. APPLICANT HISTORY-cont'd****28. Landlord/Agent details of this property (if applicable)**Name of landlord or agent Landlord/agent's phone no. Weekly Rent Paid Was bond refunded in full? If not why not? **L. EMPLOYMENT HISTORY****29. Please provide your employment details**What is your occupation? What is the nature of your employment? (FULL TIME/PART TIME/CASUAL) Employer's name (inc. accountant if self employed or institution if student) Employer's address
 PostcodeContact name Phone no. Length of employment Years Months Net Income \$**30. Please provide your previous employment details**Occupation? Employer's name Length of employment Years Months Net Income \$**M. OTHER INFORMATION****31. Car Registration****32. Please provide details of any pets**Breed/type Council registration / number
1.
2.