

# Application for tenancy

Date: \_\_\_\_\_

**PLEASE READ THE PRIVACY STATEMENT ON PAGE 3 BEFORE SIGNING THIS FORM**

I Apply for a tenancy of the following premises or preference for rental property.

Premises: \_\_\_\_\_

I am looking for? \_\_\_\_\_

I can comfortably pay \$ \_\_\_\_\_ per week.

## Proof of Identity:

We require at least 100 points of Identification. This can be made up of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Drivers Licence (80 pts)      | <input type="checkbox"/> Past Electricity/Water bill (20 pts)       |
| <input type="checkbox"/> Passport (80 pts)             | <input type="checkbox"/> At least 2 Previous rent receipts (20 pts) |
| <input type="checkbox"/> Medicare Card (50 pts)        | <input type="checkbox"/> Rates Notice (20 pts)                      |
| <input type="checkbox"/> Health Care Card (50 pts)     | <input type="checkbox"/> Telephone bill (20 pts)                    |
| <input type="checkbox"/> Photo identification (50 pts) |   |

## Part 1

### Personal Details

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_ Phone: private \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Car registration No: \_\_\_\_\_

Number of: tenants \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Pets: \_\_\_\_\_ (specify details and subject to landlord/agent's approval)

Please tick  Homemaker  Student  Retired  Unemployed

## Part 2

### Employment History

Current Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period employed: \_\_\_\_\_

Occupation: \_\_\_\_\_ full time/part time/casual/contract \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period employed: \_\_\_\_\_

Occupation: \_\_\_\_\_ full time/part time/casual/contract \_\_\_\_\_



**Self Employed:** Sole trader  Partnership  Company   
Occupation/title: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact details: \_\_\_\_\_

**Government Assistance:**

Name of Payment: \_\_\_\_\_  
Amount of payment: \_\_\_\_\_ Frequency: \_\_\_\_\_ weekly/fortnightly/monthly

**Part 3**

Tenancy Living History

Current living Status

Current Address: \_\_\_\_\_

Time here: \_\_\_\_\_ months/years

Own:  Renting:  Boarding:  Living at home:  Other: \_\_\_\_\_

Name of current Landlord/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Has lease expired? Yes/No RENT: \$ \_\_\_\_\_ per week/fortnight/month

Number of people on lease: \_\_\_\_\_

Previous living address

Address: \_\_\_\_\_ Time there: \_\_\_\_\_ mths/yrs

Reason for leaving: \_\_\_\_\_

Name of Previous Landlord/Agent: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Rent: \_\_\_\_\_

**Part 4**

**References:**

1. Name \_\_\_\_\_ Ph: \_\_\_\_\_ Time known: \_\_\_\_\_

2. Name \_\_\_\_\_ Ph: \_\_\_\_\_ Time Known: \_\_\_\_\_

3. Name \_\_\_\_\_ Ph: \_\_\_\_\_ Time Known: \_\_\_\_\_

**Part 5**

**Person to be notified in an emergency:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



## PRIVACY STATEMENT

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the agent from the Applicant and from third parties relating to the Applicant. The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any database. Failure to provide all or any of the personal information, renders the Agent unable to access the application and or properly manage the landlord/tenant relationship.

The intended recipients of the information are any person whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations to and under any residential Tenancy agreement entered into (particularly any failure to observe any obligations) and information collected during the term of tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

### Authority & Declaration of Applicant

I authorise the landlord's agent -

- A) To check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
- B) To request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
- C) To report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
- D) I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
- E) I understand that the agent is not obliged to advise why my application may or may not have been successful.
- F) I have inspected the subject premises and accept them as inspected

**Note:** The landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the landlord's agent with a tenant database.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

\*Must be witnessed by landlord/agent

Signature of Landlord/Agent: \_\_\_\_\_

**Holding Fee:**

The holding fee can only be accepted after the application for tenancy is approved.  
 The holding fee (not exceeding 1 week's rent) of \$\_\_\_\_\_ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- I) The application for tenancy has been approved by the landlord; and
- II) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- III) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- IV) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- V) The whole of the fee will be refunded to the prospective tenant if:
  - a. The entering into of the residential agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - b. The landlord/landlord's agent have failed to disclose material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclosure of Material Facts**

The applicant(s)/prospective tenant(s) acknowledge having been informed of the existence of the following material fact(s):

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_