

## RESIDENTIAL TENANCY APPLICATION

Please note your application will not be processed unless you provide photocopies of all the following documents:

1. Photo identification (eg. Drivers Licence or passport)
2. Rental ledger or rent receipts (showing a history of your rental payments)
3. Account or invoice with your current address (phone/mobile, electricity, credit card, bank account, rates notice)
4. Evidence of income (pay slip or letter from employer. If self employed a letter from your accountant or your last tax return. If unemployed a letter from Centrelink confirming your payments.
5. References (a written rental reference and any other written references. If you have sold your home provide copies of your rates notice or water bill and the selling agent's details)
6. Current ATM balance or bank statement.
7. Medicare card

\* Should there be more than one applicant, it is essential that each person who wishes to reside on the premises complete an application form in full.

### PROPERTY DETAILS

Property address				
Lease commencement date			Lease term required	\$ Rent per week
Number of occupants:	adults	ages	children	ages

\* NO PETS ALLOWED

### PERSONAL DETAILS

Surname		First and middle names		
Date of birth		Drivers Licence No		
Contact numbers	Home	Work	Mobile	Email

### EMPLOYMENT DETAILS

Occupation		Employer's name		
Employer's address				
Contact name		Phone number		
Length of employment		Net income per week		

## RENTAL HISTORY

Current address	Name of Agent or Landlord
Agent/Landlord's phone number	Weekly rent paid
Why are you leaving this address?	How long did you live at this address?
Previous address	How long did you live at your previous address?
Name of Agent or Landlord	Phone Number

## CONTACTS/REFEREES

Please provide a contact in case of emergency

Name	Phone Number
Address	Relationship to you
Please provide two personal/business references (not related to you)	
Name	Phone Number
Address	Relationship to you
Name	Phone Number
Address	Relationship to you

## PRIVACY STATEMENT

- A. I declare that all the information contained in this application is true and correct, and that the information is provided of my own free will, and am not bankrupt. I further authorise the Agent to contact any of the referee or references supplied by me in this application for verification of the details provided.
- B. I authorise the Agent to obtain personal information from 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.
- C. I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant, prepare lease/tenancy documents, allow tradespeople or equivalent organisations to contact me, notify relevant Bond Authority, refer to Tribunals/Courts and Statutory Authorities, refer to collection Agents/Landlords.
- D. I agree and understand that in the event of this application being rejected by the landlord, there is no requirement for the Agent to disclose to me any reason for such rejection.
- E. I agree that after being approved for the property all initial monies will be paid by cash, bank cheque or money order and no keys for that property will be provided to me until all monies are paid in full.
- F.

Signature	Print name	Date
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