

Application for Residential Tenancy

Date Applied: _____

Property being applied for: _____

Rental Price: _____

☐ Applicant has viewed the property - Date Viewed: _____

☐ Applicant hasn't inspected this property but accepts it in its current condition

☐ Applicant is interstate/overseas and will inspect the property upon arrival

Date of Commencement Required: _____

Term Required: 3 months 6 months 12 months Other: _____

IMPORTANT - To consider your application we require you to:

- FILL IN COMPLETELY AND SIGN APPLICATION FORM
 » Applications that are not completed in full with all documents will not be processed through to the next stage.
- READ AND SIGN THE PRIVACY ACKNOWLEDGEMENT FORM
- PROVIDE 100 POINTS OF IDENTIFICATION.
- YOU ARE REQUIRED TO INCLUDE EVIDENCE OF YOUR SALARY

PROOF OF IDENTIFICATION REQUIRED

We require **each applicant** to provide the following

WE REQUIRE IDENTIFICATION FROM ALL **3 CATEGORIES** WITH A TOTAL SUM OF **100 POINTS OR MORE**.

APPLICANT 1	APPLICANT 2	IDENTIFICATION REQUIRED	POINT VALUE
CATEGORY 1			
<input type="checkbox"/>	<input type="checkbox"/>	Current Driver's Licence – with photo	40 points
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Age Card (with photo) or Firearms License	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Passport	70 points
CATEGORY 2			
<input type="checkbox"/>	<input type="checkbox"/>	Current Vehicle Registration	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Medicare Card or Healthcare Card	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Latest Electricity or phone account with address	25 points
CATEGORY 3			
<input type="checkbox"/>	<input type="checkbox"/>	Citizen Certificate	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate	70 points
<input type="checkbox"/>	<input type="checkbox"/>	Credit Card	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Current Wage Advice	25 points
EVIDENCE OF SALARY PROVIDED			
<input type="checkbox"/>	<input type="checkbox"/>	Please provide 1 of the following - Most recent pay advice, a letter from your employer, a bank account statement, group certificate or other financial evidence.	

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 final acceptance or non-acceptance for the tenancy. It is always the landlord's final decision
- If your application is not approved, you will be informed via sms or email
- Should you be accepted, you will be asked to **pay the bond and the first 2 weeks rent as well as sign the lease within 24hrs**. We only take EFT transfers.
- We can assist you in connecting your utilities, please remember this is not covered in the rent and are charged directly to you.

APPLICANT ONE
<p>FULL NAME: _____</p> <p>DATE OF BIRTH: _____</p> <p>MOBILE: _____</p> <p>HOME/WORK NUMBER: _____</p> <p>EMAIL ADDRESS: _____</p> <p>ID NUMBER: _____ LICENCE / PASSPORT / OTHER _____</p> <p><input type="checkbox"/> Student <input type="checkbox"/> Pensioner</p> <p>ARE YOU A SMOKER? YES / NO</p> <p>CAR REGISTRATION: _____</p> <p>MAKE/MODEL: _____</p>
EMPLOYMENT
<p><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Unemployed</p> <p>Name of Employer: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Position Held: _____</p> <p>Length of Service: Years _____ Months _____</p> <p>Current Pay After Tax: _____ Week Fortnight Month</p>
EMERGENCY CONTACT
<p>Name: _____</p> <p>Address: _____</p> <p>Phone number: _____</p> <p>Relationship: _____</p>
CURRENT ADDRESS
<p><input type="checkbox"/> Renting <input type="checkbox"/> Owner</p> <p>Address: _____</p> <p>How long have you lived here? _____</p> <p>Reason for Leaving? _____</p> <p>Name of landlord/agent: _____</p> <p>Landlord/agent phone number: _____</p> <p>Weekly Rent Paid: _____</p> <p>Current lease expires: _____</p>
PREVIOUS ADDRESS
<p><input type="checkbox"/> Renting <input type="checkbox"/> Owner</p> <p>Address: _____</p> <p>How long did you live here? _____</p> <p>Reason for Leaving? _____</p> <p>Name of landlord/agent: _____</p> <p>Landlord/agent phone number: _____</p> <p>Weekly Rent Paid: _____</p>

STUDENT DETAILS
<p>Institution: _____</p> <p>Student number: _____</p> <p>Course contact: _____</p> <p>Phone: _____</p> <p>Source of income: _____</p> <p>Weekly income: _____</p> <p>Parent/guardian: _____</p> <p>Contact details: _____</p>
REFERENCES
<p><i>Please make sure your references can be contacted during work hours or via email.</i></p>
REFERENCE ONE – AGENT/LANDLORD
<p>Agency: _____</p> <p>Full Name: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>
REFERENCE TWO – PREVIOUS AGENT/LANDLORD
<p>Agency: _____</p> <p>Full Name: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>
REFERENCE THREE – EMPLOYER/COLLEAGUE
<p>Full Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p> <p>Relationship: _____</p>
REFERENCE FOUR – PERSONAL REFERENCE
<p>Full Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p> <p>Relationship: _____</p>

APPLICANT TWO
<p>FULL NAME: _____</p> <p>DATE OF BIRTH: _____</p> <p>MOBILE: _____</p> <p>HOME/WORK NUMBER: _____</p> <p>EMAIL ADDRESS: _____</p> <p>ID NUMBER: _____ LICENCE / PASSPORT / OTHER _____</p> <p><input type="checkbox"/> Student <input type="checkbox"/> Pensioner</p> <p>ARE YOU A SMOKER? YES / NO</p> <p>CAR REGISTRATION: _____</p> <p>MAKE/MODEL: _____</p>
EMPLOYMENT
<p><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Unemployed</p> <p>Name of Employer: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Position Held: _____</p> <p>Length of Service: Years _____ Months _____</p> <p>Current Pay After Tax: _____ Week Fortnight Month</p>
EMERGENCY CONTACT
<p>Name: _____</p> <p>Address: _____</p> <p>Phone number: _____</p> <p>Relationship: _____</p>
CURRENT ADDRESS
<p><input type="checkbox"/> Renting <input type="checkbox"/> Owner</p> <p>Address: _____</p> <p>How long have you lived here? _____</p> <p>Reason for Leaving? _____</p> <p>Name of landlord/agent: _____</p> <p>Landlord/agent phone number: _____</p> <p>Weekly Rent Paid: _____</p> <p>Current lease expires: _____</p>
PREVIOUS ADDRESS
<p><input type="checkbox"/> Renting <input type="checkbox"/> Owner</p> <p>Address: _____</p> <p>How long did you live here? _____</p> <p>Reason for Leaving? _____</p> <p>Name of landlord/agent: _____</p> <p>Landlord/agent phone number: _____</p> <p>Weekly Rent Paid: _____</p>

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REFERENCE TWO – PREVIOUS AGENT/LANDLORD
<p>Agency: _____</p> <p>Full Name: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>
REFERENCE THREE – EMPLOYER/COLLEAGUE
<p>Full Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p> <p>Relationship: _____</p>
REFERENCE FOUR – PERSONAL REFERENCE
<p>Full Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p> <p>Relationship: _____</p>

Pets	FULL NAMES AND AGES OF ALL PERSONS WHO WILL RESIDE AT THE PROPERTY
Do you propose to have any animals, birds or reptiles? Yes / No	NAME: _____ AGE: _____
Breed/Type: _____	NAME: _____ AGE: _____
Microchipped: Yes / No	NAME: _____ AGE: _____
Up to Date Vaccinations: Yes / No	NAME: _____ AGE: _____
Desexed: Yes / No	NAME: _____ AGE: _____
Indoor or Outdoor: _____	NAME: _____ AGE: _____
Council/Registration Number: _____	
(PLEASE NOTE: Pets are not permitted in units or townhouses unless written authorisation is provided by both the Body Corporate and the owner)	

I/We hereby declare and acknowledge:

- I have provided 100 points of ID Including proof of Income
- That the information contained herein is true and correct
- I solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt
- That I/we are over the age of 18 years old
- That none of the applicants is a bankrupt or an undischarged bankrupt and not paying off any previous rental debts
- That I/we will pay a security bond being 4 weeks rent, plus 2 weeks rent either by EFT transfer or cheque.
- Initial payments of the rent and bond must be made within 24 hours after approval of application
- That only those on the application will reside on the premises
- There is a **zero tolerance** for rental arrears policy
- This application is subjected to the property being available on the due date and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

The personal information supplied by you, the prospective tenant(s), and/or other personal information collected by us during the tenancy application and any subsequent tenancy is necessary for us to verify your identity, to process and evaluate your application and manage the tenancy. The agent is authorised to make all necessary inquiries to verify the applicant's rental history. Personal information about you collected in the application and during the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the privacy act 1988 including the landlord, referees, other agents and operators of tenancy reference database. Information already held on the tenancy reference databases may be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of the tenancy reference databases.

If all information is not provided, we may not be able to process your application and manage your tenancy.

Please forward your application to tori@stepinside.com.au for consideration

I hereby authorise the agent to process my application for rental purposes.

Applicant One: _____ **Date:** _____

Signature: _____

Applicant Two: _____ **Date:** _____

Signature: _____