

Application Form

Please ensure an application is completed for each person over 18 intending to reside at the property.

PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other adult occupants for the property:	
Names and ages of any children to occupy the property:	
PLEASE NOTE THAT A PET APPLICATION WILL BE REQUIRED FOR ALL PETS	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:
On Lease: Yes No	Approved Occupant Yes No

EMERGENCY CONTACT OF PERSON NOT RESIDING IN PROPERTY

Given Name(s):	Surname:
Relationship:	
Address:	
Phone:	Mobile:
Email:	

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:
Email:	

PREVIOUS RENTAL HISTORY

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:	Phone:	
Email:		
Was Bond refunded in full?	Yes	No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Email:	Length of Employment:

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Email:	
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Email:	
Length of Employment: From to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:
Do you receive income from your parents? Yes No	Amount: \$ per week

PLEASE NOTE WE WILL REQUIRE PROOF OF THIS INCOME

CENTRELINK BENEFITS

Type:	Amount: \$ per fortnight
-------	---

PLEASE NOTE WE WILL REQUIRE YOUR CENTRELINK STATEMENTS

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied clearly and attached to this application. Please note that in order for your application to be processed it is a required that Photo ID and Proof of income be provided for EACH APPLICANT.

Item	Points		Points
Drivers License or Passport Photo Page (Required)	40	Medicare Card	20
Current Payslip / Proof of income (Required)	20	Bank Debit/Credit Card	20
Other Photo ID	20	Bank Statement	20
Birth Certificate	20	Utility Account	10
Previous 2 Rent Receipts	20		

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner’s insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

- 1. My Previous letting agents and/or landlords;
- 2. My personal referees;
- 3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where a Connection Service is requested by me to arrange for the provision of connection and disconnection services, I consent to this company of choice disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to them disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither the connection company nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with these connection companies. I acknowledge that the Connection Company, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for this Connect service; normal service provider fees or bonds may apply.

Applicant Name:

Signature:

Date:

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$	rent per week, or \$	rent per calendar month
Payment of two weeks rent within 48 hours of application approval:	\$	
Rental Bond: (4 weeks rent if under \$700 per week, 5 + weeks rent if above \$701 per week)	\$	
Total amount of cleared funds required prior to collecting keys from the agent:	\$	

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name:

Signature:

Date: