

## TENANCY APPLICATION FORM

### Property Details

What is the address of the property you would appreciate to rent?		Rent p/wk.....
.....		.....
Lease commencement date: .....	Lease term: .....	Expire:.....
How many people will normally occupy property? <b>Adults:</b> ..... <b>Children:</b> .....		
Do you have any Pets? <b>YES / NO</b> If so, how many..... Type.....		

### Personal Details

Applicants Full Name:.....		
Date of Birth:.....	Driver's Licence no:.....	State:.....
Home phone no:.....		Work phone no:.....
Mobile phone no:.....		Fax no:.....
Email Address:.....		
What is your current address? .....		
.....		
How long have you lived at your current address? .....		
Why are you leaving?.....		

### Employment History

What is your occupation? .....	
Employer's Name:.....	
Employers Address:.....	
Contact Name:.....	
Phone:.....	Length of employment:.....
Net income:.....	
<i>If current employment is less than 2 years please give previous employment:</i>	
Occupation.....	
Employers Name.....	Ph.....
Length of employment.....	Net income.....

### Contact/References

*Please provide a contact in case of emergency*

Surname:.....		Given Name/s.....	
Relationship to you.....		Phone no.....	
<i>Please provide two personal references (not related to you):</i>			
Surname:.....		Given Name/s:.....	
Relationship to you.....		Phone no:.....	

**Applicants Full Name:** .....

**Name of present & previous Landlord & Agent**

Present: Name of Landlord / Agent: .....

Landlord/Agent's phone no: ..... Weekly rent paid: \$.....

Previous: Name of Landlord / Agent: .....

Landlord/Agent's phone no: ..... Weekly rent paid: \$.....

**Declaration**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in the Residential Tenancy Agreement once approved.

I acknowledge that this application is subject to the approval of the owner/landlord. 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 not bankrupt.

I authorise the Agent to obtain personal information from:

- a). the owner or the Agent of my current or previous residence;
- b). my personal referees and employer;
- c). any record, listing or database of defaults by tenants;

I am aware that the Agent will use and disclose my personal information in order to:

- a) communicate with the owner and select a tenant
- b) prepare lease/tenancy documents
- c) allow tradespeople or equivalent organisations to contact me
- d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- e) refer to Tribunals/Courts & Statutory Authorities (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

**Signature**..... **Date**.....

**PLEASE NOTE: The successful applicant will need to provide the following information:**

- ✓ Previous Rental Ledger ✓ 100 points ID ✓
- ✓ Bank Chq or Money Order made payable to the Rental Bond Board for 4 weeks rent

**Office use only**

Comments.....

- Previous Rental Ledger .....
- 100 pts ID .....
- 1 Months Advance Rental .....
- Rental Bond Board Chq or MO (4wks rent) .....