

Residential Tenancy Application Form

1. We are a zero tolerance rent arrears office. We do not tolerate late rent as it affects the financial situation of our client, the Landlord of your property. If you feel that you cannot make timely rent payments as specified in your rental agreement, please do not apply for this property.
2. If your application is not approved by our Agency or by the Landlord, you will be notified as soon as possible by SMS.
3. All rent monies owed are to be paid by Direct Deposit or EFT into our nominated Agents Alliance Trust Account. We do not handle cash or check in the office.
4. Please note that electronic transfers are subject to up to 3 day holding period before they show on our bank account balance. Please make any transfers in advance of the due date so that your payments are not deemed late.
5. Our company policy is to do routine inspections every 90 days. Please note that we will inspect every area and take general photographs for the Landlord's information and peace of mind.

APPLICANT IDENTIFICATION

We are required to suitably identify you. Listed below are some of the documents you must provide to add up to 100 pts of security documentation:

****Circle the points you are providing:**

Your last 4 rent receipts	50
Drivers licence	40
Photo ID	30
Passport	30
Current car/bike registration forms	10
Minimum 2 references from previous L/L or Agent	20
Copy of Birth certificate	10
Number of points:	

Please complete every field and sign every page of this application. Your application cannot be processed until it is complete.

Each adult wanting to be party to a lease agreement must fill out a separate form.

1. Property Applying for:

Address _____
Suburb/Postcode _____
Lease Term _____ Years _____ Months
Start date for occupying property _____
Rent payable for property _____
Name(s) of other Applicants to occupy property
1. _____
2. _____

Number of persons occupying property:
_____ Adults _____ Children
Please specify ages of children _____
Do you have pets? (If yes please specify) _____

Do you smoke? Yes No
How many members of the family or partners
smoke? _____

3. If self employed, please complete the following

Company _____
Name _____
ABN _____
Company Address _____
Suburb/Postcode _____
Business Type _____
Position Held _____
Accountant Name _____
Accountant Phone _____
Solicitor Name _____
Solicitor Phone _____

4. Personal Details

Title (Mr, Mrs, Ms) _____
First Name _____
Middle _____
Last Name _____
Date of Birth _____
Current Address _____
Suburb/Postcode _____
Drivers Licence Number _____
State of Issue _____
Car Registration _____
Make of Car _____ Year _____
Alternate ID (eg Passport) _____
Country _____
Home Phone _____
Work Phone _____
Mobile _____
Email – Work _____
Email – Private _____
Occupation _____
Employers Name _____
Employer Phone _____

PLEASE PROVIDE A CONTACT NUMBER YOU ARE AVAILABLE ON ALL DAY

Contact No _____
Signed _____
Print Name _____
Date _____

5. Next of kin

Emergency Contact _____
Relationship _____
Address _____
Suburb/Post Code _____
Phone: _____
Mobile: _____

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6. Current Situation

Are you the Owner Renter Other
(please specify) _____

How long at your current address?
_____ Years _____ Months

Name of Landlord/Agent _____

Phone Number _____

Rent paid per week _____

Reason for leaving _____

Was bond repaid in full? Yes No
(If no, please specify reason) _____

7. Previous Rental History

Owner Renter Other (please specify)

Previous Address _____

Suburb/Post Code _____

How long have you lived at previous address?
_____ Years _____ Months

Name of Landlord/Managing Agent _____

Phone Number _____

Rent Paid per week _____

Reason for leaving _____

Was bond repaid in full? Yes No
(If no, please specify reason) _____

8. Current Employment or Centrelink details

Occupation _____

Employers Name _____

Employment Address _____

Suburb/Post Code _____

Contact Name _____

Phone _____

How long at current employment ___ Yrs ___ Mths

Net income \$ _____ Per Week \$ _____ Month

9. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb/Post Code _____

Contact Name _____ Phone _____

Length of time at previous
employment ___ Years ___ Months

Net income \$ _____ Per Week \$ _____ Month

10. Personal Referees

1. Reference Name _____

Occupation _____

Relationship _____

Phone _____

2. Reference Name _____

Occupation _____

Relationship _____

Phone _____

11. For Student Applicants:

Place of study _____

Course being undertaken _____

Course length _____ Enrolment Number _____

Parents Name _____ Phone _____

Campus Contact _____

Phone _____

Course Co-ordinator _____

Phone _____

Income \$ _____

Parents Address Overseas _____

12. How did you find out about this property?

Rent List Newspaper Website Office

13. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from: the owner or Agent of my current or previous residence, my personal referees, and any record listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information, this may include a tenancy database.

Signed: _____

Date: _____

I/We DO NOT INTEND TO HAVE A PET IN OR ON THE PREMISES WITHOUT PERMISSION IN WRITING FROM THE LANDLORD OR HIS AGENT.

Declared this _____ day of _____ 2010

Applicant 1 _____

Applicant 2 _____

Privacy Statement

The personal information you provide in this application or collected from others sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisers, referees, other agents and third party operators of tenancy reference databases.

This privacy statement explains how the Agent and Owner use and disclose personal information which they hold about you and the privacy rights you have in relation to that information. A reference in this privacy statement to:

How the Owner and Agent may use your personal information:

The Owner and Agent may each use your personal information in connection with:

- 1) Their business, including in connection with:
 - a) The purchase, development, sale and leasing of land, including the building
 - b) The proposed sale of an interest in the Owner or Agent's business
 - c) Raising finance in connection with the matters specified in paragraph (a)
 - d) The management of the building and Owner's portfolio of land
 - e) Internal reporting
 - f) Reporting to related entities, financiers and advisors
- 2) The management and administration of the lease; and
- 3) Processing of application details through a tenancy database.

To Whom the Owner the Agent may disclose your personal information:

The owner and Agent may disclose your personal information, if they consider it is necessary to do so:

- 1) If required by law; or
- 2) To any one or more of the following:
 - a) Their related entities
 - b) Persons in connection with a proposed sale of an interest in the Owner or Agent's business (including purchasers of the building)

- c) Any agents engaged by the Owner and notified to you
- d) Contractors and service providers involved in the management and maintenance of the building or any works in connection with the building
- e) The Owner's financiers
- f) The Owner's corporation and, if relevant, the building management committee for the building, any of whom may be located outside Australia.

3) Tenancy Databases

Your rights: You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require. You may request access at anytime to personal information which the Owner or Agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

PRIVACY ACT ACKNOWLEDGEMENT

I authorise you to give information to and obtain information from all credit providers and references named in this application.

I confirm that I have read and understand the privacy policy that the lessor/agent has made available to me.

I/we have been advised that a Consumer Affairs Booklet can be obtained from Office of Fair Trading or Rental Bond Office.

Applicant 1 Signature _____

Date _____

Applicant 2 Signature _____

Date _____

In the presence of _____

Date _____

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