

## APPLICATION FOR TENANCY

Full name: \_\_\_\_\_ Surname: \_\_\_\_\_

Maiden names or other names I am known by: \_\_\_\_\_

Current address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of birth: \_\_\_ / \_\_\_ / \_\_\_

Drivers license No: \_\_\_\_\_ State: \_\_\_\_\_ Rego No: \_\_\_\_\_

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Next of Kin NOT residing at the same address (in case of emergency):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

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Accommodation required (circle): house / flat / in-town / out-of-town

Price range: from \$\_\_\_\_\_ to \$\_\_\_\_\_

Pets (please give details) \_\_\_\_\_

Number of adults residing in the premises: \_\_\_\_\_ Children: \_\_\_\_\_

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Current employer: \_\_\_\_\_ Contact person: \_\_\_\_\_

Employment period: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Weekly income \$\_\_\_\_\_ Phone No: \_\_\_\_\_

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Current Landlord/Agent: \_\_\_\_\_

Phone No & Contact name: \_\_\_\_\_

Occupation period: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Weekly rent: \$\_\_\_\_\_

Address of property rented: \_\_\_\_\_

**APPLICATION FOR TENANCY cont...**

Previous Landlord/Agent: \_\_\_\_\_

Phone No & Contact name: \_\_\_\_\_

Occupation period: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Weekly rent: \$\_\_\_\_\_

Address of property rented: \_\_\_\_\_

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Signed by the Applicants \_\_\_ / \_\_\_ / \_\_\_

## TENANCY APPLICATION FORM - 100 POINT CHECK

100 POINTS **MUST** be provided in full before an application for a rental property will be accepted.

**Please provide copies of the following documentation with your application:**

\* A minimum of 100 check points is required for each applicant.

\* Points must be made up from each of sections A, B & C.

Please place a tick in the box for the points you are providing.

### **A) Proof of Identity**

**You must provide at least one (1) of the following:**

- |                              |                          |                |
|------------------------------|--------------------------|----------------|
| Drivers Licence              | <input type="checkbox"/> |                |
| Passport                     | <input type="checkbox"/> | 30 Points Each |
| Birth Certificate + Photo ID | <input type="checkbox"/> |                |

### **B) Proof of Income**

**You must provide at least one (1) of the following:**

- |   |                          |                |
|---|--------------------------|----------------|
| Last Two (2) Pay Advices                                      | <input type="checkbox"/> |                |
| Current Centrelink Statement                                  | <input type="checkbox"/> | 30 Points Each |
| Current Bank Statement (Must show rental payments can be met) | <input type="checkbox"/> |                |

### **C) Other Documents**

**You must provide at least 40 points of the following documentation:**

- |  |                          |           |
|--|--------------------------|-----------|
| Last Two (2) Rent Receipts                           | <input type="checkbox"/> | 20 Points |
| Current Rental Ledger                                | <input type="checkbox"/> | 40 Points |
| Two (2) Written References (Character or Employment) | <input type="checkbox"/> | 20 Points |
| Current Electricity / Phone Account                  | <input type="checkbox"/> | 10 Points |
| Vehicle Registration Papers                          | <input type="checkbox"/> | 10 Points |
| Recent Rates Notice                                  | <input type="checkbox"/> | 30 Points |

**TOTAL POINTS A+B+C**

**Signed Privacy Act**

**Please leave this point check attached to your Application Form.**

**If you remove this list, your application will NOT be processed.**

Complete  Staff Initial

## **APPLICATION DISCLAIMER / AUTHORITY**

I the said applicant do solemnly and sincerely declare that:

The information contained in this application is true and correct to and that all of the information was given of my own free will.

I am over 18 years of age and eligible to enter into this agreement. I have supplied proof of this statement with a copy of my driver's license or relevant documents.

I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from the information supplied on the Tenancy Application form submitted by me.

I have been informed, understand and agree that should this application not be accepted, the Agent is not required or obligated to disclose why or supply any reason.

In accordance with Section 18m(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and referees named in this application. I understand that this can include information about my credit worthiness, credit standing, credit and rental history or capacity. I understand this information will be used to assess my application.

I understand that should my application be successful, the initial payment of bond, two weeks rent & the document preparation fee is to be made in cash or bank cheque only. Personal cheques will not be accepted for this payment.

### **PRIVACY ACT 1988 – COLLECTION NOTICE**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process & evaluate the application & manage the tenancy. Personal information collected about the applicant in this application & during the course of the tenancy, if the applicant is successful, may be disclosed for the purpose for which it was collected to other parties including the landlords and their advisors, referees, other Agents, & third party operators of tenancy databases. Information already held on the tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligation under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy databases and/or other agents.

If the information is not provided, the agent may not be able to process the application & manage the tenancy.

I acknowledge receipt of a signed copy of this form.

Signed by the Applicant x \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_