

RESIDENTIAL TENANCY APPLICATION

Before any Application can be considered, each Applicant must provide proof of identification – Photo ID, Proof of income and at least 1 supporting document.

Proof of Identity - You must provide at least one of the following:

- Driver's Licence
- Passport
- Student Card
- Birth Certificate + photo ID

Proof of Income – You must provide at least one of the following:

- Current pay slip
- Current Centrelink statement
- Current bank statement

Supporting Documents – Please provide at least 1 other form of identification

- Birth Certificate
- Current motor vehicle registration papers
- Current Tenancy Agreement
- Council or Water rates (if you owned your own home)
- Last 4 rent receipts (must be official receipts)
- Centrelink Health Care or Pension Card
- Routine/Outgoing Condition report
- Written reference from previous Landlord/Agent
- Phone/gas/electricity account (in applicants name)
- Bank statement

APPLICATION FOR RESIDENTIAL TENANCY

Residential Tenancies Act

RENTAL PROPERTY DETAILS

Property _____
Available Date _____ / _____ / _____
Tenancy Term _____

APPLICANT 1:

Name _____
Mobile _____ Email _____
Date of Birth _____ Drivers license No., or other identification _____

TENANCY HISTORY

Current Address _____

How long have you lived at your present address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No. _____

Previous Address _____

How long did you live at previous address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No. _____

Was the Bond refunded in full? Yes No, if No – reasons why _____

SELF EMPLOYED Yes No **STUDENT** Yes No

EMPLOYMENT HISTORY

Employer 1 _____ Phone No. _____

Occupation _____ Full Time Part Time Casual

Period of employment _____ Annual employment income \$ _____

Annual income from other sources \$ _____ Source(s) of other income _____

REFERENCES – Two personal/business references (not related to you)

Name 1 _____ Relationship _____

Address _____ Phone No _____

Name 2 _____ Relationship _____

Address _____ Phone No _____

EMERGENCY CONTACT – Not to include anyone intending to live at the property

Name _____ Relationship _____

Address _____ Phone No _____

APPLICATION FOR RESIDENTIAL TENANCY

APPLICANT 2:

Name _____
Mobile _____ Email _____
Date of Birth _____ Drivers license No., or other identification _____

TENANCY HISTORY

Current Address _____

How long have you lived at your present address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No. _____

Previous Address _____

How long did you live at previous address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No. _____

Was the Bond refunded in full? Yes No, if No – reasons why _____

SELF EMPLOYED Yes No **STUDENT** Yes No

EMPLOYMENT HISTORY

Employer 1 _____ Phone No. _____

Occupation _____ Full Time Part Time Casual

Period of employment _____ Annual employment income \$ _____

Annual income from other sources \$ _____ Source(s) of other income _____

REFERENCES – Two personal/business references (not related to you)

Name 1 _____ Relationship _____

Address _____ Phone No _____

Name 2 _____ Relationship _____

Address _____ Phone No _____

EMERGENCY CONTACT – Not to include anyone intending to live at the property

Name _____ Relationship _____

Address _____ Phone No _____

TENANT'S DETAILS

1) **Intended Residents** - Full names and ages of all intended residents of the property

2) **Pets** – Type of pet _____ Breed _____ Age _____
Type of pet _____ Breed _____ Age _____

3) I/We have or will need a residential tenancy bond from State Government Dept. Yes No

APPLICATION FOR RESIDENTIAL TENANCY

Tenant's Acknowledgements

None of us are bankrupt and all of the information supplied in this Application is true and correct and is not misleading in anyway and we will bring any information relevant to the landlord's attention.

I/we acknowledge that we will accept possession of the premises in the condition it is as at the date of inspection.

If you are advised the Application is Successful - it is still not binding unless all matters are finalised as below

I/We acknowledge if the application is successful the landlord will provide a proposed Residential Tenancy Agreement which I/we must then sign or decline and a Tenancy Agreement is only operative and binding if I/we sign the Residential Tenancy Agreement and return all the document to the Property Manager in the required time, and pay in immediately in full the required rent and bond and **an Agreement will only operate once the Landlord signs it** or advises their acceptance. If these things are not done within the time stipulated and or not accepted by the landlord then no Agreement will arise and the landlord may let the property elsewhere. Time is of the essence.

Name Tenant 1 _____ Date _____

Signature _____

Name Tenant 2 _____ Date _____

Signature _____

ACKNOWLEDGEMENT and CONSENT

We agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (in relation to the tenancy agreement or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and the relevant State Act)* and delivering this form and any application and notices by email.

Disclaimer / Authority

I hereby offer to rent the property from the owner on the attached Application and or any future Application I acknowledge that any 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 AUTHORISE the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

I am aware that the Agent will use and disclose my personal information within this application without limiting in order to: (a)

- communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents and complete a check with TICA, NTD, TRA or Others
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) transfer water account details into my name.

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. I am aware that I may access personal information on the contact details above. By signing this document I AGREE AND ACKNOWLEDGE the terms above and that I may make applications to enter into a Residential Tenancy Agreement. I understand my Applications may not be successful as there may be many applicants and this Personal Information may be used for any Applications I make.

ACKNOWLEDGEMENT and CONSENT ELECTRONIC SIGNING

I agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (under the agreement application or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and the relevant State applying)* and delivering this form and any application and notices by email.

Signature – Tenant 1 _____ Date _____

Signature – Tenant 2 _____ Date _____