



RESIDENTIAL TENANCY APPLICATION

Address of Property

Suburb

Move In Date

Lease Term

Weekly Rent

Total no. of occupants
i.e (1 adult & 1 children)

Pets (Y/N)

PERSONAL DETAILS

MR

MS

Miss

Mrs

Other

(Please Tick)

Surname

Given Name

Date of Birth

Passport No.

Country of issue

Driver's License & State

Home Phone No.

Work Phone No.

Mobile Phone No.

Fax No.

Email Address

Current Address

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agents to verify the Applicants 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 is the application is successful may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy 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 obligations 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 reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

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

Applicant's Name

Applicant's Signature

Date



CONDITION OF PROPERTY

I confirm the following:

During my inspection of this property I inspected all aspects of the property, I found it to be in a reasonably clean condition and I acknowledge that the property will be leased as it is.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

PARKING FACILITIES

Please be advised that when a property is advertised with parking (car space or garage/s) it is the responsibility of the applicant to make enquiries to ensure their vehicle is suitable for and able to access the advertised parking facilities.

I confirm the following:

During my inspection of this property I made the relevant enquiries and am satisfied that my vehicle/s is suitable for the advertised parking facilities.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT TENANCY HISTORY

Landlord/Agent	Landlord/Agent Contact	Weekly Rent	Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Leaving

Previous Address

Landlord/Agent	Landlord/Agent Contact	Weekly Rent	Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Leaving

Kindly answer the following:

Have you ever been evicted by and Landlord/Agent?	<input type="checkbox"/>
Have you ever been refused by another property?	<input type="checkbox"/>
Are you in debt to another Landlord/Agent?	<input type="checkbox"/>
Is there anything that would affect your rent payment?	<input type="checkbox"/>



EMPLOYMENT DETAILS

Employer's Name	Occupation	Period of Employment
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer's Address	Contact Person	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Previous Employment Details:

Employer's Name	Occupation	Period of Employment
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer's Address	Contact Person	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

EMERGENCY CONTACT

Full Name	Relationship	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

PERSONAL REFERENCE

Full Name	Relationship	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full Name	Relationship	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>



THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION AS PART OF AN IDENTIFICATION CHECK FOR YOUR APPLICATION TO BE PROCESSED

DOCUMENTS REQUIRED		RECEIVED	CHECKED
1	Tenancy ledger from Real Estate Agent		
2	Front page of Residential Tenancy Agreement		
3	Most recent Bank Account statements		
4	Current Driver's License		
5	Current Passport		
6	2 x most recent Pay Slips		
7	2 x most recent Utility Bills		
8	2 x written Personal References		

SUMMARY OR INITIAL PAYMENT DUE AND PAYABLE ON OR BEFORE SIGNING THE RESIDENTIAL TENANCY AGREEMENT

First payment of rent in advance	
Rental Bond (4 weeks rent)	
Sub Total	
Less Reservation Fee (see below)	
Amount payable on signing Tenancy Agreement (Bank Cheque Only)	

RESERVATION FEE

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

Reservation Period

The Landlord's Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- The whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- If the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Agent

Date

Signature of Applicant

Date