

RESIDENTIAL TENANCY APPLICATIONAddress of premises Suburb Date you would like to move in: Lease Term: Weekly Rent: Total number of occupants who will live in this property i.e. (1 adult & 1 children) Pets (Y/N)? **PERSONAL DETAILS**MR MS Miss Mrs Other (Please tick a box)Surname Give Name Date of Birth Passport Number Passport Country Driver's Licence & 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 The Applicant can also correct this information if it is inaccurate, incomplete or out of date.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.

Print Applicant's Name Signature of the Applicant Date

CONDITION OF PREMISES

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 is. YES NO

PARKING FACILITIES

Please be advised that when a property is advertised with parking (carspace 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

APPLICANT TENANCY HISTORY

Landlord/Agent	Landlord/Agent Contact	Weekly rent paid	How Long?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Why are you leaving this address?

Previous Address

Landlord/Agent	Landlord/Agent Contact	Weekly rent paid	How Long?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Why are you leaving this address?

Please answer the following questions:

	YES/NO
Have you ever been evicted by any landlord or agent?	<input type="checkbox"/>
Have you ever been refused by another property?	<input type="checkbox"/>
Are you in debt to another landlord or agent?	<input type="checkbox"/>
Is there anything that would affect your rent payment?	<input type="checkbox"/>



EMPLOYMENT DETAILS

Employer's Name
(include accountant if self employed)

Occupation

Period of
Employment

Employer's Address

Contact Name

Phone No.

Previous Employment Details:

Employer's Name
(include accountant if self employed)

Occupation

Period of
Employment

Employer's Address

Contact Name

Phone No.

EMERGENCY CONTACT

Full Name

Relationship to you

Contact No.

PERSONAL REFERENCES

Full Name

Relationship to you

Contact No.

Full Name

Relationship to you

Contact No.

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 <i>pay slips</i>		
7 2 x most recent <i>utility bills</i>		
8 2 x written <i>personal references</i>		

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 up 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 _____ DAYS
-----------------------	----------------------------------

The Landlord's Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- b) 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;
- c) 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;
- d) 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
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlord's Agent	Date	Signature of the Applicant	Date