

**Tenancy Application Form**

**PROPERTY DETAILS:**

Property Address:.....  
.....  
Have you viewed the property? YES NO  
Rental \$.....PW \$.....PCM  
Bond:.....  
Commencement Date:.....  
Lease: 6months 12months  
Other:.....  
No. of Adults:..... No. of Children.....

**PERSONAL DETAILS:**

Title: Dr / Mr / Mrs / Ms / Miss  
Date of Birth.....  
Surname:.....  
Given Names.....  
Driver's Licence No:.....  
Car Registration No:.....  
Make / Model:.....  
Passport No:..... Pension No:.....  
Medicare No:.....  
Home Phone No:.....  
Work Phone No:.....  
Mobile Phone No:.....  
E-mail Address:.....

**Please answer the Following Questions:**

Have you ever been evicted by a landlord or agent?  
YES NO  
Have you ever been refused a property?  
YES NO  
Are you in debt to another landlord or agent?  
YES NO

**Provide details of any pets:**

Type/Breed:.....  
Council Registration No:.....

**EMPLOYMENT/ STUDENT DETAILS:**

(Include accounts\* details if self-employed)  
Current Employer/College  
.....  
Occupation:.....  
Full Time / Part Time / Casual  
Address:.....  
.....  
Phone No:.....  
Contact Person:.....  
Weekly Income: \$.....  
Salary: \$.....  
Length of Employment:.....  
\*Accountant: .....

**APPLICANT RENTAL HISTORY:**

**Current Address:**.....  
.....  
Length of time at your current address:  
.....  
Agent/Landlord:.....  
Phone No:.....  
Weekly Rent: \$.....  
Why are you leaving this address?  
.....

**Previous Address:** .....

.....  
Length of time at this address:  
.....  
Agent/Landlord:.....  
Phone No:.....  
Weekly Rent: \$.....  
Why are you leaving this address?  
.....

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**A Free Service – Connecting your Utilities has never been easier!**

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

**Call me to connect my utilities  Yes**

**REFERENCES / CONTACTS**

**Two(2) Personal References:**

1. Name:.....  
Relationship:.....  
Phone:..... Mobile:.....
2. Name:.....  
Relationship:.....  
Phone:..... Mobile:.....

**Two(2) Business References:**

1. Name:.....  
Relationship:.....  
Phone:..... Mobile:.....
2. Name:.....  
Relationship:.....  
Phone:..... Mobile:.....

**EMERGENCY CONTACT:**

Emergency next of kin:  
(Other than husband / wife / de facto)  
Name:.....  
Relationship:.....  
Address:.....  
.....  
Phone:..... Mobile:.....

**100 POINT CHECK:**

To process your application we need to verify who you are. To do this we need identification that adds up to 100 points. See below.

- Birth Certificate 60 points
- Passport 60 points
- Drivers License 60 points
- Photo ID 60 points
- Medicare Card 30 points
- Credit/ATM Card 30 points
- Pension Card 30 points
- Utility Bills 10 points
- Bank Statement 10 points
- Car Registration Papers 10 points

This application is accepted subject to the owner's approval and no actions shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Processing of applications usually take approximately 48 hours, with all references being contacted.

Bond Deposits are to be paid separately by bank cheque made out to the RTBA with 24 hours after approval of application. **No** personal cheques accepted.

Initial Rental payments must be made by cash, bank cheque or money order within 24 hours after approval of application. **No** personal cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants and all monies paid.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord. Should this application be accepted by the landlord I agree to enter into a Residential tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premises.

Signature:.....  
Date:.....

**OFFICE USE ONLY:**

Property Manager:.....  
Date Processed:..... Rent Card:.....  
Amount Received:..... Receipt:.....  
Taken By.....  
Tenancy Data Base Check:.....

