

Residential Tenancy Application Form

Application for Tenancy (One per person)

PROPERTY APPLIED FOR: _____

Rental per week \$ _____

No of People to Occupy _____ Adults _____ Children _____ Ages

Proposed Commencement Date _____

Proposed Duration _____

PERSONAL DETAILS:

Surname _____

Given Names _____

Spouse/Partner _____

Present Address _____

Email Address _____

Phone: Private _____ Work _____

Mobile _____

Date of Birth _____

Drivers Licence No _____ Expiry _____

Vehicle Rego No _____ Type _____

Passport No _____ Expiry _____

Do you have Pets? _____ Type _____

NEXT OF KIN: (Not residing with you)

Full Name _____

Relationship _____

Address _____

Phone Work _____ Private _____

Mobile _____ Email _____

EMPLOYMENT DETAILS:

Occupation/Trade _____
Employer _____
Address _____
Contact Name _____
Phone Work _____ Private _____
 Mobile _____ Email _____
Period of Employment _____

STUDENT STATUS:

Institution which you are currently Studying _____
Course Name _____
Student I/D No. _____
Duration of Course _____
Date Commenced _____
18+ Card _____

TENANCY HISTORY:

Last Rented Address _____
Current Landlord/Agent _____
Address of Landlord/Agent _____
Phone Work _____ Private _____
 Mobile _____ Email _____
Period of Tenancy _____ to _____
Renal Paid Per week \$ _____
Reasons for Leaving _____
Was your Bond refunded in full? _____

BUSINESS REFERENCES: (if applicable)

1. Name _____ Position _____
Company Name _____
Company Address _____
Phone _____ Work _____ Mobile _____

2. Name _____ Position _____
Company Name _____
Company Address _____
Phone _____ Work _____ Mobile _____

PERSONAL REFERENCES: (Not Relatives)

1. Name _____
Address _____
Phone _____ Work _____ Mobile _____

2. Name _____
Address _____
Phone _____ Work _____ Mobile _____

FINANCIAL INSTITUTION DETAILS:

Bank or Building Society _____
Branch _____
BSB _____ Account No _____

Disclaimer-Authority

I the said applicant do solemnly and sincerely declare:-

1. I have inspected the Property located at: _____
2. I have of my own accord decided that I wish to rent the aforementioned property in the current state commencing ___/___/_____ for a period of 26 or 52 weeks (please select). Please note this office has a policy that all tenancies start on a 26 week agreement as a minimum. You may then re-new for a longer period if approved by the landlord.
3. I have been informed, understood and agree that the rental for the aforesaid property is to be \$ _____ per week and that this rental is within my means to support.
4. I have been informed, understood and agree that the rental for the aforesaid property is to be paid every week/fortnight and is to be two (2) weeks in advance at all times.
5. I have been informed, understood and agree that the bond for the aforesaid property will be \$ _____ and I further agree and undertake to pay the said bond **by way of Bank Cheque, or Money Order** on/before signing the Tenancy Agreement. I further authorise the letting Agent to attend to all details regarding the lodgement of the said Rental Bond with the appropriate authority.
6. I have been informed, understood and agree that should the full amount of the bond not be paid by signing the Tenancy Agreement, I authorise the letting Agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
7. I have been informed, understood and agree that the acceptance of my application is subject to a satisfactory report being obtained for information supplied on the Tenancy Application submitted by me.
8. I have been informed, understood and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or service for the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs associated with these proceedings shall be able to be recovered from me.
9. I the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this application.
10. 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 for the rejection of this application.
11. I have been informed, understood and agree to pay one (1) weeks rent (by Bank Cheque or Money Order) after this application has been approved as a Reservation Fee.
12. I have been informed, understood and agree that the Reservation Fee is subject to the terms as supplied to me by the Real Estate Agent.
13. I have been informed, understood and agree that this one-weeks rent will be allocated to the first weeks rent that becomes due and payable or will form part of the Bond.
14. I understand that non-payment of a services account ie. Water usage, may be deducted from the subsequent payment of rent if the account remains outstanding for more than 14 days unless we are instructed in writing that this is not to occur after receipt of each invoice.
15. The attached disclosure also applies to Tenant Reference Australia

Print Name

Signature

Date

Disclosure

I understand this Agent is a member of Tenant Reference Australia and may conduct a reference check with those organisations. I authorise this Agent to provide any information about me to a Landlord for the purpose of that check and I acknowledge that such information may be kept and recorded by Tenant Reference Australia.

I realise that if a search is performed on the Tenant Reference database and my identification appears with the label "Refer to Agent" besides my name, the agency who conducted the search will call the listing agent to exchange information and establish why my details have been entered on the register. The agency that searched will then inform me of the listing, the listing agency name and contact details giving me right to reply.

I accept that if I am currently listed with Tenant Reference Australia, this agency has the authority to reject my application. I understand that I am under no obligation to sign this consent form but failure to do so may result in my application being refused.

I acknowledge that if I default my tenancy/rental obligations in future, which means in breach of my contract/lease agreement for residential property in accordance to the Property Stock and Business Agents Amendments (Tenant Databases) Regulation 2004, recently put in place for residential tenants, I may be listed with Tenant Reference Australia, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency.

I hereby authorise the agent to provide information about me to Tenant Reference Australia, in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I will not hold Tenant Reference Australia or the agent accountable for the inaccurate keying in of the information by Tenant Reference Australia, members therefore delivering an incorrect search, as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold Tenant Reference Australia or the agent responsible for same.

Further more I authorise the agent to contact my employers past and present and any other personal references to establish my identification/location and concede that those referees have given permission to me to use them to accommodate this request and those referees information will be searched by Tenant Reference Australia, to certify consistency.

I recognise that my photo identification may be scanned into the database for absolute identification.

I, the tenant, I, the referee, I, the emergency contact do acknowledge that information provided to Tenant Reference Australia by these authorities given to me may be available to Real Estate Agents, Landlords, Video Stores, Banks, Utility Companies, Commercial Agents, Organisations or any other Institutions and other persons for the purpose of locating me for any matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any steps, which the former agent could have taken.

Print Name

Signature

Date