



Application Form

All properties are tested for methamphetamine.

Please ensure an application is completed for each person intending to reside at the property.

PROPERTY DETAILS

| | |
|--|--------------------------|
| Address of Property | |
| Lease commencement date: | Lease term: |
| Rent per week: | Number and type of pets: |
| Names of all other occupants for the property: | |
| Names and ages of any children to occupy the property: | |

PERSONAL DETAILS

| | |
|---------------------|------------------------|
| Given Name(s): | Surname: |
| Current Address: | |
| Home Phone: | Work Phone: |
| Mobile: | Fax: |
| Email: | Date of Birth: |
| Drivers Licence No: | Drivers Licence State: |
| Passport No: | Passport Country: |

NEXT OF KIN

| | |
|----------------|----------|
| Given Name(s): | Surname: |
| Relationship: | |
| Address: | |
| Phone: | Mobile: |
| Email: | |

CURRENT TENANCY DETAILS

| | |
|------------------------------------|------------|
| Length of time at current address: | Rent Paid: |
| Reason for leaving: | |
| Name of Landlord / Agent: | Phone: |

PREVIOUS RENTAL HISTORY 1

| | | |
|---|-----|------------|
| Previous Address: | | |
| Length of time at above address: From: | To: | Rent Paid: |
| Name of Landlord / Agent: | | Phone: |
| Was Bond refunded in full? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If No, please specify reasons why: | | |

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY LESS THAN 6 MONTHS)

| | | |
|---|-----|------------|
| Previous Address: | | |
| Length of time at above address: From: | To: | Rent Paid: |
| Name of Landlord / Agent: | | Phone: |
| Was Bond refunded in full? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If No, please specify reasons why: | | |

CURRENT EMPLOYMENT DETAILS

| | |
|-----------------------------------|-------------------|
| Occupation: | Current Employer: |
| Employer's Address: | |
| Contact Name (payroll / manager): | Contact Number: |
| Length of Employment: | |

SELF EMPLOYMENT DETAILS

| | |
|---------------------|----------------|
| Company Name: | Business Type: |
| Business Address: | |
| Position Held: | ABN: |
| Accountant Name: | Phone: |
| Accountant Address: | |

INCOME

| |
|---------------------------------------|
| Net weekly employment income: |
| Net weekly income from other sources: |
| Source(s) of other income: |

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

| | |
|-----------------------------------|-------------------|
| Occupation: | Current Employer: |
| Employer's Address: | |
| Contact Name (payroll / manager): | Contact Number: |
| Length of Employment: | |

STUDENT INFORMATION

| | |
|----------------------|-------------------------|
| Place of Study: | Course Name: |
| Course Length: | Enrolment / Student No: |
| Campus Contact: | Contact Number: |
| Course Co-ordinator: | Contact Number: |

REFEREES

| | |
|-------------------|---------------|
| Business referee: | Relationship: |
| Phone: | Mobile: |
| Personal referee: | Relationship: |
| Phone: | Mobile: |

RESERVATION FEE (to be completed for NSW properties only)

NSW ONLY - Complete this section if you wish to reserve the property for a period of time.

The Reservation Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Reservation Period).

The Agent undertakes that:

- No other Reservation Fee has been received for the premises;
- The whole Fee will be refunded if the landlord decides not to enter into a residential tenancy agreement with the Applicant for the premises during the Reservation Period; ;
If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Reservation Fee equivalent to One Weeks Rent. The Applicant understands that should they decide not enter into a residential tenancy agreement and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the whole Fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent).

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

_____ X _____ / /

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name

Signature

Date

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:
\$ rent per week, or \$ rent per calendar month

| | |
|--|----|
| First payment of rent in advance: | \$ |
| Rental Bond | \$ |
| Subtotal | \$ |
| Less Reservation/Holding Fee (if applicable): | \$ |
| Amount payable upon signing Tenancy Agreement: | \$ |