



PLEASE NOTE:

Initial payments must be made by 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. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available for occupation on the due date. If you have no rental history, bank statements must be provided.

APPLICANT CHECK-LIST:

Compulsory Items:

- 100 Points of Identification
Passport (70) Student ID (50) Bank Card (25)
Birth Certificate (70) Government Issued Bank Statement (25)
ID (40)
Drivers License (70) Concession/ Rates Notice (25)
Pension Card (40)
Proof of Age Card Utility Bill (30) Medicare Card (20)
(50)
References
Rental references' contact details OR Parental Guarantee
Personal References' contact details

Additional Items:

- Written work reference
Written rental reference
Written character reference

Section A: RENTAL PROPERTY YOU ARE APPLYING FOR

Property Address:
Suburb: Post Code:
Have you viewed this property? YES NO
Rental \$ pw\$ pcm Bond \$
Commencement Date ("ASAP" not applic.): / /
Please note, all lease terms 12 months unless otherwise advised
Preference #2:

Section B: APPLICANT DETAILS

B.1: Personal Details

First Name: Middle:
Surname:
Please circle: MR MS MRS MISS OTHER
Other applicants who will be residing at this address:
1. 2.
3. 4.
Number of Adults: Number of children:
Pets: YES NO Type:

B.2: Contact Details

Mobile ph.: Work ph.:
Home ph.: Fax no.:
Email address:

B.3: Identification Details

Date of Birth: / /
Drivers License no.: State of Issue:
Expiry Date: / / Car Registration:
Passport no.: Issuing Country:
Medicare no.:

B.4: Social Security Benefits

Type:
\$ pw \$ pcm

Section C: RESIDENTIAL DETAILS

C.1: Current Residence

Current Address:
Suburb: Post Code:
Is this a Rental? YES NO
Name of Agency:
Name of Agent:
Work ph.: Mobile ph.:
Rent: Occupied for: yrs mths
Reason for leaving:

C.2: Previous Residence

Previous Address:
Suburb: Post Code:
Is this a Rental? YES NO
Name of Agency:
Name of Agent: Mobile ph.:
Rent: Occupied for: yrs mths
Reason for leaving:

Section D: OCCUPATION DETAILS

D.1: Current Employment Details

Occupation:
Position (please circle): FULL TIME / PART TIME / CASUAL
Employer:
Employment Address:
Suburb: Post Code:
Contact: Contact no.:
Employed since: / /

**If self-employed:

Accountant's Name:
Contact no.: Type of Business:
ABN: Home operated? YES NO

D.2: Previous Employment Details

Occupation: Employer:
Position: Length of employment:

D.3: Student Details

Place of Study:
Course:
Campus: Contact:
Course length: Enrolment no.:

Section E: REFERENCE & CONTACT DETAILS

E.1: Professional References

Name: _____ Contact no.: _____

Job in which referee worked with applicant: _____

Name: _____ Contact no.: _____

Job in which referee worked with applicant: _____

E.2: Personal References

Name: _____ Contact no.: _____

Relationship to applicant: _____

Name: _____ Contact no.: _____

Relationship to applicant: _____

E.3: Emergency Contact

Name: _____ Relationship: _____

Address: _____

Suburb: _____ Post Code: _____

Phone number: _____

Section F: DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement.

I authorize the agent to obtain personal information from:

- a) The owner of the Agent of my current or previous residence;
- b) My personal referees and employer/s;
- c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- a) Communicate with the owner and select a tenant;
- b) Prepare lease/tenancy documents;
- c) Allow tradespeople or equivalent organizations to contact me;
- d) Lodge/claim/transfer to/from a Bond Authority;
- e) Refer to Tribunals/Courts & Statutory Authorities (where applicable);
- f) Refer to collection agents/lawyers (where applicable);
- g) Complete a credit check with NTD (National Tenancies Database);
- h) Transfer water account details into my name.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put the Agent cannot provide me with the lease/tenancy of the premises. I am aware that personal information from the contact details above may be accessed.

Signature: _____

Date: _____

_____ / ____ / _____