

Application Form

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:	Type of Car:	Financed:
Passport No:		Passport Country:	

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?		Yes	No
If No, please specify reasons why:			

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS 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?		Yes	No 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:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:
STUDENT INFORMATION	
Place of Study:	Course Name:

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

REFERENCES

Name:	Relationship:
Address:	
Contact Number:	
Length of Relationship:	
Name:	Relationship:
Address:	
Contact Number:	
Length of Relationship:	
Name:	Relationship:
Address:	
Contact Number:	
Length of Relationship:	

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;

 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 authorize 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.

Where Direct Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Direct Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Direct Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Direct Connect nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with Direct Connect. I acknowledge that Direct Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Direct Connect service; normal service provider fees or bonds may apply.

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	
2 weeks rent in advance:	\$
Rental Bond	\$
Subtotal	\$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property. I acknowledge that if I decide not to proceed after paying the holding deposit, the Landlord may retain the full amount.

Applicant Name

Signature

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	X	Points	Initial		X	Points	Initial
Drivers License		30		Medicare Card		20	
Passport		30		Bank Debit/Credit Card		20	
Other Photo ID		20		Bank Statement		20	
Current Wage Advice		20		Telephone Account		20	
Previous Tenancy Reference		20		Electricity Account		20	
Previous 2 Rent Receipts		20		Gas Account		20	
				·			
Item		\mathbf{X}	Initial			\boxtimes	Initial
Personal Reference Checked				Previous Agent Lessor Checked			
Tenancy Database Checked				Lessor Notified - Approved			

Property Manager Name

Employment Checked

Signature

Applicant Notified

Date