

# APPLICANT DETAILS SHEET

(to be completed by each adult Applicant and unaccompanied minors)

**Item**

**Item Schedule**

**1. APPLICANT'S DETAILS**

Name: \_\_\_\_\_  
 Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Mobile: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Email: \_\_\_\_\_ Vehicle Rego No.: \_\_\_\_\_

**1.1 Current Address:** \_\_\_\_\_  
 Period of Occupancy: \_\_\_\_\_ Situation: **Renting / Owned / Other** Other Situation: \_\_\_\_\_  
 Landlord/Agent Details (if applicable): Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: \_\_\_\_\_

**1.2 Previous Address (if applicable):** \_\_\_\_\_  
 Period of Occupancy: \_\_\_\_\_ Situation: **Renting / Owned / Other** Other Situation: \_\_\_\_\_  
 Landlord/Agent Details (if applicable): Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: \_\_\_\_\_

**1.3** Have you ever been evicted from a premises?  Yes  No Are you currently in debt to any Landlord/Agent?  Yes  No

**2. APPLICANT'S EMPLOYMENT** (NOTE: If self employed please provide a statement of income from your accountant / tax returns)

**2.1 Current Occupation:** \_\_\_\_\_  
 Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: \_\_\_\_\_  
 Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**2.2 Previous Occupation:** \_\_\_\_\_  
 Employment Type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly Income: \_\_\_\_\_  
 Employer/Business Name & ACN/Centrelink Details: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. REFEREES** (All Referees should not be related to you)

**Business Referee:** \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
**Personal Referee:** \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**4. EMERGENCY CONTACT**

**Note: Required to contact you as a matter of urgency and your normal contact details are not responding.**  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

**100 POINTS OF IDENTIFICATION CHECKLIST** Each Applicant must produce 100 points of I.D. as marked with an asterisks (\*)

..... Last 4 Rent Receipts	20 POINTS	<input type="checkbox"/>	..... Phone, Electricity, Gas or Rates Bills	15 POINTS (each)	<input type="checkbox"/>
..... Drivers License	30 POINTS	<input type="checkbox"/>	..... Pay Slips	15 POINTS	<input type="checkbox"/>
..... Photo ID	30 POINTS	<input type="checkbox"/>	..... Tenancy History Ledger	20 POINTS	<input type="checkbox"/>
..... Passport	30 POINTS	<input type="checkbox"/>	..... Bank/Cr Card Statements	15 POINTS (each)	<input type="checkbox"/>
..... Birth Certificate	30 POINTS	<input type="checkbox"/>	.....	POINTS	<input type="checkbox"/>
..... Pension or Health Care Card	15 POINTS	<input type="checkbox"/>	<b>TOTAL POINTS:</b> _____		

The Applicant consents to the Agent making enquiries (in accordance with the Privacy Statement on the Application for Tenancy Form) to verify the information provided herein.  Yes  No

The Applicant has read the Application for Tenancy & agrees to be bound by the Terms of Application attached thereto.  Yes  No

Prior to signing this Application, the Applicant has been given a Form 18a General Tenancy Agreement (including Standard and any Special Terms) in accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008.  Yes  No

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_