

# Tenancy Application Form

**This Application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one applicant, a separate Application Form is required for each applicant.**

|  |   |                   |                                     |
|--|---|-------------------|-------------------------------------|
| <b>Property Address</b>                                |   |                   |                                     |
| <b>Tenancy requirements</b>                            | When do you want to move in? _____ / _____ / _____  |                   |                                     |
| <b>Your full name</b>                                  |   |                   |                                     |
| <b>Your current address</b>                            |   |                   |                                     |
| <b>Your contact details</b>                            | ☎ (Home)  | ☎ (Work)          | ☎ (Mobile)                          |
|  | Email _____   |                   |                                     |
| <b>Current rental Details (if applicable)</b>          | Current rent \$ _____ per week  |                   | I have lived there for _____ months |
|  | Agent/Landlord name _____   |                   |                                     |
|  | ☎ Business _____  |                   |                                     |
|  | Why are you leaving? _____  |                   |                                     |
| <b>Previous address</b>                                | Address: _____  |                   |                                     |
|  | Rent \$ _____ per week  |                   | I lived there for _____ months      |
|  | Agent/Landlord name _____   |                   |                                     |
|  | ☎ Business _____  |                   |                                     |
|  | Why did you leave? _____  |                   |                                     |
| <b>Employment</b>                                      | Current employer: _____   |                   |                                     |
|  | Job position _____  |                   |                                     |
|  | Length of employment _____  |                   | ☎ Business _____                    |
|  | Contact name _____  |                   |                                     |
|  | Full time or part time? (Circle one)  |                   | Nett monthly income \$ _____        |
|  |   |                   |                                     |
| <b>Personal details</b>                                | Date of birth _____   |                   | Do you smoke: YES / NO              |
|  | Drivers licence no. _____   |                   | Passport no. _____                  |
|  | Expiry date _____   |                   | Expiry date _____                   |
|  |   |                   |                                     |
| <b>Occupancy details</b>                               | What is the total number of occupants who will live in this property? _____   |                   |                                     |
|  | Number and ages of children (if any) _____  |                   |                                     |
|  | Pets? Yes/No (circle one) _____   |                   |                                     |
|  | If yes, you will need _____ to fill in a pet application form (see reception)   |                   |                                     |
| <b>Emergency contact details</b>                       | Name of contact _____   |                   |                                     |
|  | Address _____   |                   |                                     |
|  | Relationship to you _____   |                   | ☎ (Work) _____                      |
| <b>Personal or business references (not relatives)</b> | <b>Name</b>   | <b>Occupation</b> | <b>☎ (Work)</b>                     |
|  | _____   | _____             | _____                               |
|  | _____   | _____             | _____                               |
|  | _____   | _____             | _____                               |
| <b>How did you find out about this property?</b>       | <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Sign board<br><input type="checkbox"/> Rental List <input type="checkbox"/> Referral <input type="checkbox"/> Window Display<br><input type="checkbox"/> Other (name) _____ |                   |                                     |

**I confirm the following:**

1. During my inspection of this property I found it to be in a reasonably clean condition  
Yes/No (circle one)
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

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3. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
  4. I confirm having received a copy of this application for my retention.
  5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

**Privacy Statement**

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week (strike through one that is not applicable).

I undertake to pay a Letting Fee by cash or eftpos to **Executive Accommodation** upon signing the Residential Tenancy Agreement. The balance of the Bond and 1 weeks rental in advance is due prior to the start date of the tenancy. I understand that the keys will not be handed over until all monies have been paid.

**Statement of Costs**

|   |           |
|---|-----------|
| Rental Bond   | \$        |
| Rent in advance from ____/____/____ to ____/____/____ | \$        |
| Letting Fee (1 weeks rental plus GST)                 | \$        |
| <b>Total</b>  | <b>\$</b> |

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Agent's signature \_\_\_\_\_ Date \_\_\_\_\_