

Tenancy Application Form



Caldera Asset Management

- Please be advised that this application will only be processed once ALL details have been completed and all copies of supporting documents are attached.
- Each applicant must submit an individual form.
- Multiple applicants for the same property should submit as a group.

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Property Details

Address of Property:	
Preferred lease commencement date:	Preferred lease term:
Rent per week:	Number and type of pets:
Names of all other adult 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 License Number:	Drivers License State:
Passport Number:	Passport Country:

Current Tenancy Details

Length of time at current address:	Weekly Rent Paid:	
Reason for leaving:		
Name of Agency:	Phone:	Fax:
Name of Landlord / Property Manager:		
Landlord / Property Manager Email:		

Previous Rental History 1

Previous Address:		
Length of time at above address: From	To	Weekly Rent Paid:
Name of Agency:	Phone:	Fax:
Name of Landlord / Property Manager:		
Landlord / Property Manager Email:		
Was bond refunded in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, 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	Weekly Rent Paid:
Name of Agency:	Phone:	Fax:
Name of Landlord / Property Manager:		
Was bond refunded in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, specify reasons why:		

Current Employment History

Occupation:	Current Employer:	
Employer's Workplace Address:		
Contact Name (Payroll / Manager):	Phone:	Fax:
Length of Employment:	(Circle) Casual / Part Time / Full Time / Self Employed	
Net weekly income \$		

Self Employment Details (if applicable)

Company Name:	Business Type:	
Business Address:		
Position Held:	ABN:	
Accountant Name:	Phone:	Fax:
Accountant Address:	Email:	
Net weekly income \$		

Other Income (Investment / Government pension or allowance etc)

Source(s) / Type of other income:	
Net weekly income \$	
Total net weekly income \$	

Previous Employment (if current employment is less than 6 months)

Occupation:	Current Employer:
Employer's Workplace Address:	
Contact Name (Payroll / Manager):	Contact Number:
Length of Employment: From To	Net Weekly Income:

Next of Kin

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

Referees

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

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	
First payment of rent (2 weeks rent):	\$
Rental Bond (equivalent of 4 weeks rent):	\$
Tenant's share of cost of preparing tenancy agreement (if applicable):	\$
Amount payable upon signing Tenancy Agreement:	\$

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.		
----- Applicant Name	----- Signature	----- Date

Privacy Statement & Consent

I authorise the Agent to obtain personal information from:

- a) the Owner or 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 such as NTD, TICA, or TRA for the purpose of checking my tenancy history.

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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 organisations 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.

Applicant Name

Signature

Date

Applicant Checklist

Prior to submitting your application, please check that you have attached all of the required documents listed below:

100 Point Identification Check

- Include photocopies only
- Include one Primary Identification document only and the balance from the Secondary Identification list.

Item - Primary Identification	Points	Item - Secondary Identification	Points
Passport (current or expired < 2 yrs)	<input type="checkbox"/> 70	Australian govt. issued license/ID with photograph (back & front)	<input type="checkbox"/> 40
Birth Certificate	<input type="checkbox"/> 70	Social Security, Health Care or Pension card; TAFE/University ID Card	<input type="checkbox"/> 40
Citizenship Certificate	<input type="checkbox"/> 70	Utility Statement/Bill (phone, gas, electricity, rates, water)	<input type="checkbox"/> 25
		Bank Issued Card/Statement; Medicare Card; Foreign Driver's License	<input type="checkbox"/> 25

Submission Checklist

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Completed all details on the application form <input type="checkbox"/> Signed the Privacy Statement Consent <input type="checkbox"/> Completed and signed the Declaration <input type="checkbox"/> Attached photocopies of 100 Points of ID | <p>Attached proof of all income declared including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 weeks payslips <input type="checkbox"/> or, Centrelink income statements with latest bank statement (30 days) <input type="checkbox"/> or, letter from employer <input type="checkbox"/> or, if self-employed, a letter from your accountant |
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