

APPLICATION FOR RESIDENTIAL TENANCY

Property Address:
Lease Commencement Date:
Lease Term:

Full Name:		DOB:
Mobile:	Home:	Work:
Email address:		
Drivers Licence #	Passport #	Pension #

No to occupy the property:	Adults:	Children:
Other applicants name/s:	1.	2.
	3.	4.

Current Address:	
Current Agent/Landlord:	Phone:
Period of Occupancy:	Rent per week: \$
Reason for Vacating:	
Previous Address:	
Previous Agent/Landlord:	Phone:

Main Occupation:		Period of Employment:
Employer:		
Referees Name:		Phone:
Weekly Income: \$	Type of Employment: <input type="checkbox"/> Full time	<input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Other Occupation:		Period of Employment:
Employer:		
Referees Name:		Phone:
Weekly Income: \$	Type of Employment: <input type="checkbox"/> Full time	<input type="checkbox"/> Part Time <input type="checkbox"/> Casual

Do you receive Centrelink payments:	<input type="checkbox"/> Yes (please provide statement)	<input type="checkbox"/> No
Type of Benefit:	Amount: \$	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly

Personal Referee:	Phone:	Relationship:
Personal Referee:	Phone:	Relationship:
Emergency Contact:	Phone:	Relationship:

Do you have any pets:	Type(s):	Breed(s):
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Have you ever had a tenancy terminated by an Agent or Landlord?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently in debt to another Agent or Landlord?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any deductions ever been made from your rental bond?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ALL SECTIONS OF THIS APPLICATION FORM MUST BE COMPLETED BEFORE THIS APPLICATION IS PROCESSED

AUTHORITY BY APPLICANT

I _____ authorise the landlord's agent:-

1. To check with my employer, my past and present landlord/agent and the referees named as to my suitability as a tenant;
2. I agree to pay a one week rent payment as a holding deposit should my application be successful. These monies will then become the first week's rent payment upon moving in.
3. Should my application be unsuccessful, I acknowledge that the agent's decision is final;
4. To request and receive from the tenancy recording service (including TICA) and from other real estate agencies information regarding my previous tenancies.

Once your application has been approved you will be required to immediately pay a holding deposit of one week's rent.

The holding period is for 48 hours.

If you choose not to proceed with the tenancy, and you advise our office within the holding period, the entire holding deposit will be refunded. If you fail to notify our office of your decision not to go ahead with the tenancy within the agreed holding period, the amount will not be refunded. If you indicate that you will proceed but then fail to enter into the tenant agreement, you will forfeit the holding deposit.

Signature of Applicant: _____ **Date:** _____

TICA APPLICATION FOR TENANCY

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my own free will. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided. I declare the following

1. I have inspected the above property on the _____
2. I wish to apply to rent the above property for a period of _____ months.
3. I wish to agree that the rent is \$ _____ per week and that the rental bond is \$ _____ (4 weeks rent)
4. I am not bankrupt and I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
5. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.

7. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur in the tenancy with **TICA DEFAULT TENANCY DATABASE** and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH/BANK CHEQUE/MONEY ORDER.
9. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above.
10. I agree that I will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
11. I agree to allow the agent to photocopy the information supplied by me for their records.
12. I agree that upon communication of acceptance of this application by the landlord or his agent that the tenancy shall be binding on both the landlord and tenant. I will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Signature of Applicant: _____ Date: _____

100 POINT IDENTIFICATION CHECKLIST

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification which totals 100 points. Please attach photocopies of all paperwork to your applications. *In-Office photocopying will be charged at 50c per page.*

Please note: If self employed, proof of income upon submission is required by way of bank statements, accountant's letter or group certificate.

At least one item listed with an " * " must be provided.

Rent Ledger or last 4 Rent Receipts	50 Points	<input type="checkbox"/>
Current Drivers Licence or Proof of Age Card *	30 Points	<input type="checkbox"/>
Passport *	30 Points	<input type="checkbox"/>
Previous Tenancy Agreement	20 Points	<input type="checkbox"/>
Rental Bond Receipt	20 Points	<input type="checkbox"/>
Pay Advice	15 Points	<input type="checkbox"/>
Current Motor Vehicle Registration	15 Points	<input type="checkbox"/>
Recent Telephone, Electricity or Gas Account	15 Points	<input type="checkbox"/>
Bank or Credit Card Statements	15 Points	<input type="checkbox"/>
Council or Water Rates	15 Points	<input type="checkbox"/>
Pension Card	10 Points	<input type="checkbox"/>
Health Care Card	10 Points	<input type="checkbox"/>
Medicare Card	10 Points	<input type="checkbox"/>
Birth Certificate	10 Points	<input type="checkbox"/>
Total		

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be accepted for processing.