

Suite 11, 222 Walter Road West

Morley WA 6062

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[uxcel.com.au](http://uxcel.com.au)

Dear Applicant

All application need to be lodged in our Morley Office within 24 hours (or Monday if it is a weekend) at the above address.

**Please make sure your application is lodged complete as we will not be checking it prior to being processed.**

The owner of the premises is attempting to locate the most suitable tenant, which is a tenant who pays on time and takes good care of the premises. The final decision is made by the owner. We will sms you if you are not successful; no other correspondence will be necessary. Please be patient as this process may take a few days.

This form is not the lease, it is an expression of interest. Please only fill it in if you are serious about wanting to rent the viewed property.

With this application form, you will need to attach a photocopy of the following:

- Driver's Licence (with photo) or passport
- Copy of your last two pay slips
- Copy of your last phone, electricity or gas bill
- Photo of your pet, if applicable

Please make sure that the Privacy Statement has been signed by all tenants over 18 years.

We will conduct the following checks with your application:

- Previous rental history
- Employment
- Personal references
- TICA and NTD databases

If you are successful, you will be asked to come and sign the lease. Monies payable when the lease is signed include the following:

- Bond – 4 weeks rent
- Pet bond (if applicable) - \$260
- Rent – two weeks rent in advance

## Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached.

### PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease term:

Rent

Names of all other occupants for the property:

Names and ages of any children to occupy the property:

Pets (number and type):

### PERSONAL DETAILS

#### APPLICANT 1

Given Name(s):

Surname:

Current Address:

Home Phone:

Mobile:

Email:

Date of Birth:

Driver's Licence No:

Driver's Licence State:

Passport No:

Passport Country:

#### NEXT OF KIN

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

#### CURRENT TENANCY DETAILS

Length of time at current address:

Rent Paid:

Reason for Leaving:

Name of Landlord/Agent:

Phone:

## PREVIOUS RENTAL HISTORY

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:

## CURRENT EMPLOYMENT DETAILS

Occupation:

Current Employer:

Employer's Address:

Contact Name (Payroll/Manager):

Contact Number:

Length of Employment:

## 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:

Net Weekly Income:

## STUDENT INFORMATION

Place of Study:

Course Name:

Course Length:

Enrolment/Student No:

Campus Contact:

Contact Number:

Course Co-ordinator:

Contact Number:

## REFEREES

Business Referee:

Relationship:

Phone:

Mobile:

Personal Referee:

Relationship:

Phone:

Mobile:

## PERSONAL DETAILS

### APPLICANT 2

Given Name(s):	Surname:
Current Address:	
Home Phone:	Mobile:
Email:	Date of Birth:
Driver's Licence No:	Driver's Licence State:
Passport No:	Passport Country:

### NEXT OF KIN

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

### CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for Leaving:	
Name of Landlord/Agent:	Phone:

### PREVIOUS RENTAL HISTORY

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:		

### CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (Payroll/Manager):	Contact Number:
Length of Employment:	

## 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:

Net Weekly Income:

## STUDENT INFORMATION

Place of Study:

Course Name:

Course Length:

Enrolment/Student No:

Campus Contact:

Contact Number:

Course Co-ordinator:

Contact Number:

## REFEREES

Business Referee:

Relationship:

Phone:

Mobile:

Personal Referee:

Relationship:

Phone:

Mobile:

**PERSONAL DETAILS**

APPLICANT 3

Given Name(s):	Surname:
Current Address:	
Home Phone:	Mobile:
Email:	Date of Birth:
Driver's Licence No:	Driver's Licence State:
Passport No:	Passport Country:

**NEXT OF KIN**

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

**CURRENT TENANCY DETAILS**

Length of time at current address:	Rent Paid:
Reason for Leaving:	
Name of Landlord/Agent:	Phone:

**PREVIOUS RENTAL HISTORY**

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:			

**CURRENT EMPLOYMENT DETAILS**

Occupation:	Current Employer:
Employer's Address:	
Contact Name (Payroll/Manager):	Contact Number:
Length of Employment:	

## 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:

Net Weekly Income:

## STUDENT INFORMATION

Place of Study:

Course Name:

Course Length:

Enrolment/Student No:

Campus Contact:

Contact Number:

Course Co-ordinator:

Contact Number:

## REFEREES

Business Referee:

Relationship:

Phone:

Mobile:

Personal Referee:

Relationship:

Phone:

Mobile:

## PERSONAL DETAILS

### APPLICANT 4

Given Name(s):	Surname:
Current Address:	
Home Phone:	Mobile:
Email:	Date of Birth:
Driver's Licence No:	Driver's Licence State:
Passport No:	Passport Country:

### NEXT OF KIN

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

### CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for Leaving:	
Name of Landlord/Agent:	Phone:

### PREVIOUS RENTAL HISTORY

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:		

### CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (Payroll/Manager):	Contact Number:
Length of Employment:	



## 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:

Net Weekly Income:

## STUDENT INFORMATION

Place of Study:

Course Name:

Course Length:

Enrolment/Student No:

Campus Contact:

Contact Number:

Course Coordinator:

Contact Number:

## REFEREES

Business Referee:

Relationship:

Phone:

Mobile:

Personal Referee:

Relationship:

Phone:

Mobile:

## PRIVACY STATEMENT

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
3. Any Tenancy Default Database which may also contain information about me. I also authorise 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 authorise 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.

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Applicant Name	Signature	Date
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Applicant Name	Signature	Date
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Applicant Name	Signature	Date
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Applicant Name	Signature	Date
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## 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, or \$            rent per calendar month

First payment of rent in advance            \$

Rental Bond (4 weeks rent)            \$

Pet Bond (\$260)            \$

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.

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Applicant Name	Signature	Date
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**OFFICE USE ONLY**

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

ITEM	X	POINTS	INITIAL
Driver's Licence		40	
Passport		40	
Other Photo ID		20	
Current Wage Advice		30	
Previous Tenancy Reference		20	
Previous 2 Tent Receipts		20	
Medicare Card		20	
Bank Debit/Credit Card		20	
Telephone Account		20	
Electricity Account		20	
Gas Account		20	

ITEM	X	INITIAL
Personal Reference Checked		
Tenancy Database Checked		
Employment Checked		
Previous Agent Lessor Checked		
Lessor Notified – Approved		
Applicant Notified		

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Property Manager

Signature

Date