

## Tenancy Application Form

### APPLICANTS NAME/S

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

### PROPERTY DETAILS

Property address: \_\_\_\_\_

Requested commencement date of tenancy: \_\_\_\_\_

Requested lease term (circle): 6 months      12 Months      Other: \_\_\_\_\_

Rent amount per week\$ \_\_\_\_\_

### TENANCY APPLICATION CHECKLIST

- Tenancy application fully completed and signed
- All occupants over the age of 18 must fill out an application form whether a lease holder or approved applicant
- 100 Point Identification Check - The following identification has been attached to this application
- 2 Current income advices/Centrelink statements provided
- Property has been viewed or a sight unseen agreement has been submitted

### 100 POINT IDENTIFICATION CHECK

**PLEASE NOTE:** 3x CURRENT INCOME ADVICES and a minimum of 1 form of photo ID must be provided. Please provide a minimum of 100 points per applicant.

Form of Identification	Points	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Birth Certificate	40				
Passport	40				
Driver's Licence/18+ Card	40				
ID Card issued to Government Employees	40				
Rates Notice	40				
Medicare Card/Debit Card/Credit Card	25				
Bank Statement/Utility Account/Rates Notice	25				
Previous Rent Ledger or rent receipts	25				

Affordability: Your rent affordability is calculated by taking your combined net weekly wage and dividing by three. e.g. \$1,200 net per week / 3 = \$400 - this is how much rent per week you can afford.

# APPLICANT 1

## PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Do you Smoke?: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

## CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -

Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

## STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

## NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: \_\_\_\_\_

## APPLICANT 2

### PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Do you Smoke?: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

### CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

### PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

### REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

### CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -  
Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

### STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

### NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### QUESTIONS

Have any of your previous tenancies been terminated? YES / NO

Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

## APPLICANT 3

### PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Do you Smoke?: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

### CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

### PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

### REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

### CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -  
Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

### STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

### NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### QUESTIONS

Have any of your previous tenancies been terminated? YES / NO  
Are you in debt to another lessor or agent? YES / NO

Is there any existing reason that may affect your rent payment? YES / NO If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

## APPLICANT 4

### PERSONAL DETAILS

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Do you Smoke?: \_\_\_\_\_  
Driver's Licence (State and No.): \_\_\_\_\_  
Passport (Country and No.): \_\_\_\_\_

### CURRENT ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

### PREVIOUS ADDRESS

Property Address: \_\_\_\_\_  
Length of Occupancy: \_\_\_\_\_  
Circle: Property Owner OR Rental/Tenant  
Rent/Mortgage Payments: \_\_\_\_\_  
Name of Landlord/Agency: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

### REFEREES

Business Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Personal Referee: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

### CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
- SELF EMPLOYED (See Below) -  
Company Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

NOTE: Required if current employment is less than 6 mths

Occupation: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

### STUDENT INFORMATION

Place of Study: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Length: \_\_\_\_\_  
Enrolment/Student Number: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact's Number: \_\_\_\_\_

### NEXT OF KIN (Whom does not reside with you)

Given Name/s: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### QUESTIONS

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\_\_\_\_\_



