

## 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

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: \_\_\_\_\_  
\_\_\_\_\_



PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agent, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose your personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of the other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

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 referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize 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 authorize 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.

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent (Ray White Townsville). Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ rent per week

Table with 2 columns: Description, Amount/Condition. Rows include: Two week's rent (To be paid prior to commencement of tenancy), Bond (equivalent to 4 x weeks rent) (To be paid within 24 hours of approval), TOTAL = 6 x weeks.

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 give 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.

SIGNATURES

Applicant 1 Name Signature Date / /

Applicant 2 Name Signature Date / /

Applicant 3 Name Signature Date / /

Applicant 4 Name Signature Date / /