

APPLICATION GUIDELINE

We require the following information to be supplied to process your application:

1. Each adult who is to reside in the premises must complete an application.
2. The application must be completed in its entirety – including all phone numbers. Failure to supply all information will result in a delay in processing the application.
3. You must provide 3 forms of current identification such as Photo ID, Drivers license, Passport, Birth Certificate, Car Registration Forms, Phone A/cs, Electricity A/cs, Council Rate Notices etc.
4. References from previous landlords or agents.
5. Proof of last residential address such as Phone, Mobile or Electricity accounts.
6. A copy of your complete rental ledger from your real estate agent.
7. Supporting proof of income such as Pay Slip or Bank Statements.
8. Applications will only be processed on a completed and signed application, which contains the requirements as stated above.
9. All applications will take 1 business day to process.
10. If your application is approved, you will be required to pay a minimum of 2 weeks rent to secure the property. Once paid, this amount is non-refundable.

Please note: The deposit is non-refundable and is NOT an application fee

11. We do not accept bond transfers under any circumstances.

Our staff 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 processed.



Application for Residential Tenancy

(One application to be completed per person)

Agent for Lessor *Asset Plus Property*

Property Address

Applicant Details

Full Name

Have you been known by any other name? *Yes/No*

If Yes, what other name have you been known by?

Have you any dependants? *Yes/No* Dependants Name/s

Age/s of dependants Total number of applicants applying for property

Driver's Licence Number or Passport Number State Date of Birth

Registration Number of Vehicle/s Number of Cars

Are you a smoker? *Yes/No*

Contact Details

Current Address

Phones: Work Home
 Mobile Email

Current Agent/Lessor

Time period at premises: Years Months

Phone

Rent per week \$

Previous Agent/Lessor

Phone

Previous Address

Rent per week \$

Pets - List any pets owned

Number of Pets

Type of Pet/s

Are your pets registered with the council? *Yes/No*

Please state which council

Are you employed? *Yes/No*

Full Time/Casual/Part Time/Centrelink/Contract/Other

Occupation

Net weekly Income \$

Length of Employment

Name of Employer

Phone

Address of Employer

If Self Employed

Business Name

How long self employed?

ABN

Address of Business

Accountant's Name

Phone

If you are a **Student**, what University, TAFE or School do you attend?

Student Identification Number

Overseas Student *Yes/No*

Visa Expiry Date

Next of Kin

(Please provide details of preferred person to be contacted in the event of an emergency)

Name

Contact Number/s

Address

Personal References (Please do not list relatives or partners and provide business hours contact numbers)		
Name	Relationship	Phone
Address		
Name	Relationship	Phone
Address		

Please advise the following by selecting either Yes or No

Have you ever been evicted by an agent/lessor? Yes/No

Is there any reason known to you that would affect your ability to pay rent? Yes/No

Was your rental bond at your last address refunded in full? Yes/No
 If No, please advise what deductions were made from your bond?

Are you in debt to another agent/lessor? Yes/No
 If Yes, why are you in debt to your past agent/lessor?

You are required to meet a 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.

10 Points: Medicare Card, Birth Certificate, Motor vehicle registration papers.
30 Points: Bank Statements, recent utility accounts eg: phone, electricity or gas.
40 Points: Drivers Licence, Passport, 18+ Card, Photo ID, last FOUR rent receipts, tenant ledger.

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.
Self employed: Bank Statements, Group Certificate, or Accountant's letter.
Not employed: Centrelink Statement.

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.

I wish to undertake a tenancy for a period of _____ to commence on the _____ at a rental price of \$ _____ . I understand that I am to pay a rental bond of \$ _____ on or before I take possession of the premises and sign a tenancy agreement.

(please select yes or no)

The applicant acknowledges that they have received or have available to them from the agent/lessor the Form 17a, 18a, body corporate by-laws (if applicable) before signing this application. Yes/No

The applicant acknowledges that they have been made aware of the agency's Privacy Policy. Yes/No

The applicant acknowledges that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes/No

Name of Applicant

Signature **Date**

OFFICE USE ONLY Name of Employee taking application:			
Application Form Signed by applicant	<input type="checkbox"/>	Proof of Income Supplied	<input type="checkbox"/>
Identification Supplied	<input type="checkbox"/>	Form Fully Completed	<input type="checkbox"/>