

Application For Tenancy

Should there be more than one applicant a separate application form should be completed for each applicant.

Documents to be provided with the Application form:

All these must be provided, application will not be processed if none of the below are provided

- Drivers License / Current Passport
- Copy of Pay Slip or Work Contract
- Copy of Current Bank Statement
- Rental Ledger / Reference letters from past Real Estate Agencies
- If you own your own home please provide copy of a council or water bill

Premises	Address of Premises applied for _____	

Applicant Personal Details	Car space/garage/storeroom number _____	
	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other	
	Date of Birth _____	
	Full Name _____	
	Present Address _____	

	Phone: Work _____	Home _____
	Fax: Work _____	Home _____
	Email _____	Mobile _____
	Vehicle registration No. _____	Driver's Licence No. _____
	Passport No. _____	Expiry Date _____
	Bank or Building Society _____	Branch _____
BSB _____	Account No. _____	
Applicant Personal References	Referee 1 - Name _____	
	Phone: Work _____	Mobile _____
	Fax _____	Email _____
	Referee 2 - Name _____	
	Phone: Work _____	Mobile _____
	Fax _____	Email _____

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Employment Details	Occupation of Applicant _____	Date Commenced _____
	Employer's Name _____	
	Employer's Address _____	
	_____	Postcode _____
	Phone: Work _____	Mobile _____
	Fax _____	Email _____
	Previous Employer's Name _____	
	Previous Employer's Address _____	
	_____	Postcode _____
	Phone: Work _____	Mobile _____
Fax _____	Email _____	
Period of Employment _____	to _____	
Applicant Emergency Contact <small>(In case of an emergency, name of friend or relative)</small>	Name _____	Relationship _____
	Address _____	_____
	_____	Postcode _____
	Phone: Work _____	Mobile _____
	Phone: Home _____	Email _____
Applicant Tenancy History	Name of present Landlord/Agent _____	
	Phone: work _____	Mobile _____
	Email _____	
	Length of time at present address: _____	
	Current rent paid \$ _____	
Occupant(s) Details	Number of persons who will occupy Premises: _____	
	Adults _____	Children _____ Ages of Children _____
	Pets <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, number and type _____	
	Smoker(s) <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.	
	Signature of Applicant _____	Date _____

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Details of Rental

Types of Premises: _____

☐ Furnished ☐ Unfurnished

Rent \$ _____ per _____

commencing from _____ for a period of _____ months/weeks

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Residential Tenancy Agreement

Residential Tenancy Agreement to be signed on _____ at _____ am/pm

Initial Payment

Rental Bond

Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement

\$ _____

Rent _____ months/weeks _____ days to _____

\$ _____

Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

Sub Total

\$ _____

Less Holding Fee

\$ _____

Total \$ _____

Initial payment must be made in cash or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.

Application

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

Holding fees for approved applicants

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ _____ equivalent to _____ days rent to hold the Premises in favour of the Applicant for a period of _____ days from _____ to _____ or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

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3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies

Act 2010 or aged care facility? ☐ YES ☐ NO If Yes, date application made _____

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of _____ weeks, at a rental of \$_____ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We, _____

Trading as _____

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/ or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Applicant's Signature _____ Date _____

Real Estate Agent's Signature _____ Date _____

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

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