

Tenancy Application Form

This Application must be accompanied by 100 points of identification. If there is more than one applicant (over 18yrs), an additional Application Form is required for each applicant.

Rental property your Applying for	Address: _____ (Rent p/w) \$ _____		
Tenancy requirements	Proposed Commencement date: __/__/__	Proposed Length of tenancy: _____ months	
Applicant's full name and current address	Name: _____ Address: _____		
Applicant's contact details	☎ (Home) _____	☎ (Work) _____	☎ (Mobile) _____
	E-Mail _____		
Current rental details	Current rent \$ _____ per week	How long have you lived there? _____ months	
	Agent/Landlord _____	☎ (B) _____	
	Why are you leaving? _____		
Previous address	Address: _____		
	Rent \$ _____ per week	How long did you live there? _____ months	
	Agent/Landlord _____	☎ (B) _____	
	Why did you leave? _____		
Employment	Current employer: _____		
	Your position: _____	Contact name: _____	
	Length of employment _____	☎ (Business) _____	
	Nett monthly income \$ _____	Fulltime or Part time? (Circle one)	
Personal details	Date of birth: ____/____/____		
	Drivers licence no. _____	Passport no. _____	
	Expiry date: ____/____/____	Expiry date: ____/____/____	
Occupancy details	Total number of occupants who will live in this property: _____ Number and ages of children (if any) _____	Pets? YES/NO Number and type _____ _____	
Emergency contact details	Name: _____		
	Address: _____		
	Relationship: _____	☎ (Work): _____	
Personal/Business	Name	Occupation	☎ (Work)
References (not relatives)	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
How did you find out about this property?	<input type="checkbox"/> Great Lakes Advocate <input type="checkbox"/> Internet <input type="checkbox"/> To lease board <input type="checkbox"/> Local agent <input type="checkbox"/> Referral <input type="checkbox"/> Local newspaper <input type="checkbox"/> Other _____		

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I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition and in a suitable condition for my needs Yes / No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken. I also understand that should I breach the terms of my lease agreement, my personal information could be listed on a tenant database.

Privacy statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$..... per week.

I undertake to pay a Rental Bond and the first 2 weeks rent by bank cheque/money order made payable to Pacific Palms Real Estate or cash upon signing the Residential Tenancy Agreement.

Statement of costs

Rental bond (4 weeks rent unfurnished/6 weeks rent furnished))	\$
Rent in advance (two weeks)	\$
Residential Tenancy Agreement preparation fee	\$15.00
Total	\$

Applicant's signature Date: ____/____/____

Agent's signature Date: ____/____/____

If a reservation fee is being paid on the property, the following conditions will apply (NSW only)
 It is hereby acknowledged:

1. That the applicant has paid a reservation fee of \$..... equivalent to seven days rent to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the applicant for a period of days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded to the applicant in full.
5. That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
7. That the reservation fee will be banked into a trust account and any refund given will be by way of a trust account cheque.(Agency Name), acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:
8. To reserve the premises for the period and in accordance with the conditions above stated.
9. To notify the applicant within the reservation period whether or not the applicant has been approved.
10. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises

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Application Verification – OFFICE USE ONLY

Database/Identification Checks (attach Database search reports)			
(Database name) date: T.I.C.A	____/____/____	(Database name) date:	____/____/____
Comments:			
100 Point Identification Check	Drivers Licence (40), Passport (40), Birth Certificate (30), Other Photo ID (30), Medicare Card (20), Credit Card (20), Current Wage Advice (20), Previous Tenancy Reference (20), Previous 2 Rent Receipts (20), Motor Vehicle Registration Certificate (10), Bank Statement (10), Telephone Account (10), Electricity Account (10), Gas Account (10)		
Date:	____/____/____	Points provided:	
Comments:			
Reference Checks			
Employment	Name: (Director or HR Manager)		
Date:	____/____/____	Telephone no.	
* Ask for HR manager * Ask do they see employment continuing * If they had invest prop. Would they rent to applicant	Period of employment _____ Full time/part time _____ Net income \$ _____ pm	Comments:	
Tenancy	Name:		
Date:	____/____/____	Telephone no.	
* Who was lease in name/s of * What condition was property leased (new, run down?) * Any Term Notices issued * Any pets * Bond refunded * If private reference, do RP Data check	How long living there? _____ Rent paid on time? Yes/no Maintaining property? Yes/no Recommend? Yes/no	Comments:	
Other	Name:		
Date:	____/____/____	Telephone no.	
Comments:			
Other	Name:		
Date:	____/____/____	Telephone no.	
Comments:			
(Office use only) Application Submitted to Landlord			
Date Landlord advised:	____/____/____	Telephone no.	
Present Landlord:	Approved? Yes/No	Landlord Comments: _____	
References checked by:	Agent Name:.....	Date	____/____/____