

# RESIDENTIAL TENANCY APPLICATION FORM



**My Place**  
Real Estate

**Property Address**

Total number of occupants  Adults  Children  Weekly Rent \$

Preferred lease term  6 months  12 months Agreement Type  Fixed term  Periodic

Full Legal Name  B.O.D

Applicant 1   Relationship to Applicant 1

Applicant 2

Applicant 3

All Other Occupants

Breed/Type  Age  Council Registration #

Pets

Total number of cars to be kept at the property  Are all cars registered?  Yes  No

Any other vehicles  Boat  Trailer  Motorbike  Caravan/Camper  Other

## BEFORE SUBMITTING YOUR APPLICATION – PLEASE READ THIS!

Your application **will not** be processed unless all information has been completed in full. When submitting your application, please make sure you have all relevant documents copied and attached at the time of submission. Please mark below the supporting evidence & documentation supplied;

### Provide a copy of ONE form of photo ID

- A1 A2 A3  
   Current Australian Driver's Licence  
   Current Passport  
   Current Australian Proof of Age card

### Provide copies of TWO forms of other ID

- Medicare Card  
   Bank Card  
   Healthcare Card  
   Pension Card  
   Birth Certificate

### Provide a copy of TWO document showing your name & address

- A1 A2 A3  
   Motor Vehicle Registration  
   Utility Bill  
   Telephone Bill  
   Bank Statement  
   Other

### Provide a copy of ONE of the follow as proof of rental history

- Recent Tenant Ledger  
   Current Lease Agreement  
   Four (4) most recent rental receipts

### Provide a copy of TWO of the following as proof of income

- Two (2) most recent payslips  
   Written reference from your employer confirming your position, wages and employment duration  
   Employment contract  
   Bank statements for previous two (2) months  
   If you are self-employed – a copy of your Tax Return & Business Registration for the last two (2) years  
   If you are receiving Centrelink benefits – a copy of your payment breakdown

If your application is successful, you will be required to pay a minimum of:

**Two weeks rent in advance**      **Security Bond (equal to four weeks rent)**      **Pet bond \$260 (if applicable)**

All monies must be deposited into our account within 48 hours of acceptance to secure the property. Funds must be cleared in our account prior to confirming the signup appointment, in which all applicants will be required to attend.

**APPLICANT 1** Given Name/s  Surname   
Any other name(s) you're known by  D.O.B   
Mobile  Phone  Email

**RENTAL HISTORY** **Current Address**   Tenant  Owner  
Period of Occupancy  Weekly rent paid \$   
Agency  Address   
Name of PM  Phone  Email   
Reason for leaving   
Any breach or eviction notices issued?  Yes  No Do you expect the bond to be refunded in full?  Yes  No  
Provide explanation   
**Previous Address**   Tenant  Owner  
Period of Occupancy  Weekly rent paid \$   
Agency  Address   
Name of PM  Phone  Email   
Reason for leaving   
Any breach or eviction notices issued?  Yes  No Do you expect the bond to be refunded in full?  Yes  No  
Provide explanation

**PROOF OF INCOME** **Current Occupation**   Full Time  Part Time  Casual  
Weekly wages \$  Average hours worked per week  Period of employment   
Employer  Address   
Supervisor's Name  Phone  Email   
If employed less than 12 months, please provide previous employer details  
**Previous Occupation**   Full Time  Part Time  Casual  
Weekly wages \$  Average hours worked per week  Period of employment   
Employer  Address   
Supervisor's Name  Phone  Email   
**Student** Name of Education provider  Course/Qualification   
Year commenced  Length of Course  Are you receiving Gov. Assistance?   
**Centrelink** Benefit Type  Payment \$  Payment commencement

**PERSONAL REFERENCES** - not including relatives  
Name  Phone  Relationship   
Name  Phone  Relationship

**BACKGROUND QUESTIONS**  
Have you ever:  Yes  No Been bankrupt  
 Yes  No Wilfully or intentionally refused to pay rent when due?  
 Yes  No Been evicted from a property?  
 Yes  No Been convicted of a crime? If yes, provide details

**APPLICANT 2** Given Name/s  Surname   
Any other name(s) you're known by  D.O.B   
Mobile  Phone  Email

**RENTAL HISTORY** **Current Address**   Tenant  Owner  
Period of Occupancy  Weekly rent paid \$   
Agency  Address   
Name of PM  Phone  Email   
Reason for leaving   
Any breach or eviction notices issued?  Yes  No Do you expect the bond to be refunded in full?  Yes  No  
Provide explanation   
**Previous Address**   Tenant  Owner  
Period of Occupancy  Weekly rent paid \$   
Agency  Address   
Name of PM  Phone  Email   
Reason for leaving   
Any breach or eviction notices issued?  Yes  No Do you expect the bond to be refunded in full?  Yes  No  
Provide explanation

**PROOF OF INCOME** **Current Occupation**   Full Time  Part Time  Casual  
Weekly wages \$  Average hours worked per week  Period of employment   
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Supervisor's Name  Phone  Email   
If employed less than 12 months, please provide previous employer details  
**Previous Occupation**   Full Time  Part Time  Casual  
Weekly wages \$  Average hours worked per week  Period of employment   
Employer  Address   
Supervisor's Name  Phone  Email   
**Student** Name of Education provider  Course/Qualification   
Year commenced  Length of Course  Are you receiving Gov. Assistance?   
**Centrelink** Benefit Type  Payment \$  Payment commencement

**PERSONAL REFERENCES** - not including relatives  
Name  Phone  Relationship   
Name  Phone  Relationship

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Have you ever:  Yes  No Been bankrupt  
 Yes  No Wilfully or intentionally refused to pay rent when due?  
 Yes  No Been evicted from a property?  
 Yes  No Been convicted of a crime? If yes, provide details

**APPLICANT 3** Given Name/s  Surname   
Any other name(s) you're known by  D.O.B   
Mobile  Phone  Email

**RENTAL HISTORY** **Current Address**   Tenant  Owner  
Period of Occupancy  Weekly rent paid \$   
Agency  Address   
Name of PM  Phone  Email   
Reason for leaving   
Any breach or eviction notices issued?  Yes  No Do you expect the bond to be refunded in full?  Yes  No  
Provide explanation   
**Previous Address**   Tenant  Owner  
Period of Occupancy  Weekly rent paid \$   
Agency  Address   
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# PRIVACY DISCLAIMER & DECLARATION



*My Place*  
Real Estate

PROPERTY ADDRESS

APPLICANT/S

I/We have inspected the above mentioned property and wish to take on the tenancy for a period of  from  at a rental of \$  per week. The rent to be paid is within my/our means and I/We agree to take on the property in the same condition in which it was inspected.

I/We the applicant declare that I am over the age of 18 year, am not bankrupt and the information provided is true, correct and supplied at my own free will. I/We understand that you as an agent for the lessor have collected this information for the specific purpose of verifying information provided, to identify, to process and determine if I/We, the applicant will be a suitable tenant for the property. I understand that you as the agent will collect, use and disclose personal information in accordance with the Australian Privacy Principles and the Privacy Act 1988. Permission is hereby given to the agent to carry out at his/her discretion, any reference checks he/she considers necessary before allowing me/us to enter into a tenancy agreement. These may include credit references, employment details, previous rental history, database agency checks, personal references and any other searches which may verify the information provided by me/us.

I/We acknowledge that personal Information collected in this application may be disclosed for the purpose for which it was collected to other parties including landlords and their advisors, referees, other agents and third-party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed. If the applicant would like to access the personal information the agent holds, they can do so by contacting our office. 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. I/We understand that the agent is not obliged to disclose or supply any reason for the rejection of this application.

## Applicant 1

Signature

Date

## Applicant 2

Signature

Date

## Applicant 3

Signature

Date