



## APPLICATION FORM

SEE OVER PAGE FOR DETAILS TO APPLY



Licence No 18400350 ACN 083 726 425 ABN 42 083 726 425

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## TO APPLY

- INSPECT PROPERTY - ACTUAL APPLICANTS (NOT A REPRESENTATIVE) MUST INSPECT THE PROPERTY PRIOR TO SUBMITTING AN APPLICATION
- SUBMIT ATTACHED APPLICATION FORM VIA FAX, EMAIL OR HAND DELIVER WITH SUPPORTING DOCUMENTS
- A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH APPLICANT (OVER 18 YEARS)
- ONCE YOUR APPLICATION IS LOGGED YOU WILL RECEIVE AN ID NUMBER VIA EMAIL. PLEASE CONTACT OUR OFFICE IF YOU DON'T RECEIVE YOUR ID WITHIN 24 HOURS OF LODGING YOUR APPLICATION.
- YOU WILL BE NOTIFIED ON THE OUTCOME AS SOON AS YOUR APPLICATION HAS BEEN FINALISED

## SUPPORTING DOCUMENTS REQUIRED WITH EACH INDIVIDUAL APPLICATION.....

- TWO FORMS OF IDENTIFICATION PER APPLICANT (ONE BEING PHOTO ID)
- TWO CURRENT PAYSLEIPS PER APPLICANT
- COPY OF CONTRACT OR LETTER OF OFFER IF COMMENCING NEW POSITION
- LATEST TAX ASSESSMENT OR EQUIVALENT EVIDENCE IF SELF EMPLOYED

## IF SUCCESSFUL.....

- YOU WILL BE REQUIRED TO SIGN AGREEMENT AS SOON AS POSSIBLE
- THE PROPERTY WILL REMAIN ON THE MARKET UNTIL THE TENANCY AGREEMENT IS SIGNED
- UPON SIGNING, AN INITIAL RENT PAYMENT IS TO BE MADE.
- BOND EQUAL TO 4 WEEKS RENT IS PAYABLE AT THE COMMENCEMENT OF TENANCY. BOND CANNOT BE TRANSFERRED FROM ANOTHER PROPERTY

## IF UNSUCCESSFUL.....

- YOU WILL BE INFORMED
- YOUR APPLICATION WILL BE DESTROYED IMMEDIATELY
- WE MAY NOT BE ABLE TO PROVIDE YOU WITH A REASON

**NOTE: THIS PAGE IS NOT REQUIRED TO BE RETURNED – PLEASE REMOVE PRIOR TO SUBMITTING APPLICATION**

**PROPERTY INFORMATION**

DATE:  DATE INTERNAL INSPECTION OCCURRED:

FULL ADDRESS OF PROPERTY APPLYING FOR:

LENGTH OF TENANCY REQUIRED:  DATE PROPERTY REQUIRED:

APPLYING WITH (IF ANY OTHER APPLICANTS-FULL NAME):

HOW MANY ADULTS WILL BE RESIDING IN THE PROPERTY?

I AGREE THAT IF I AM OFFERED THE PROPERTY THAT I WILL PAY \$  PER WEEK

**APPLICANT DETAILS**

APPLICANTS FULL NAME:

WILL THIS APPLICANT BE RESIDING IN THE PROPERTY?:

CURRENT ADDRESS:

PHONE (H):  PHONE (W):

PHONE (M):  DATE OF BIRTH:

EMAIL ADDRESS:

# OF CHILDREN:  CHILDREN'S AGES:

CAR REGISTRATION:  LICENSE NUMBER:

NUMBER OF VEHICLES INCLUDING BOATS AND TRAILERS FOR THE ABOVE APPLICANT:

DO YOU HAVE A PET?:  IF YES, WHAT KIND  & HOW MANY?:

IF NO, ARE YOU CONSIDERING GETTING A PET?  WILL YOU WATER AND CARE FOR A GARDEN?:

ARE YOU A SMOKER?  IF YES, DO YOU SMOKE INSIDE?

WILL YOU BE RECEIVING RENTAL ASSISTANCE?  IF YES, WEEKLY ASSISTANCE AMOUNT: \$

WHO WILL BE PROVIDING ASSISTANCE?

NEXT OF KIN (NOT RESIDING WITH APPLICANT):

ADDRESS:

PHONE:  MOBILE:

**EMPLOYMENT**

OCCUPATION:

EMPLOYERS NAME:

SUPERVISOR NAME:

PHONE:  EMPLOYERS ADDRESS:

LENGTH OF EMPLOYMENT:  ANNUAL SALARY (GROSS): \$

EMPLOYMENT KIND:  FULL TIME  PART TIME  CASUAL  CONTRACTOR

**RENTAL HISTORY**

WHY ARE YOU LEAVING CURRENT PROPERTY?

ADDRESS OF CURRENT PROPERTY RENTED:

WEEKLY RENT PAID: \$  RENTED FROM:  TO:

NAME OF AGENT/LANDLORD:

PHONE NUMBER OF AGENT/LANDLORD:

ADDRESS OF AGENT/LANDLORD:

ADDRESS OF PREVIOUS PROPERTY RENTED:

WEEKLY RENT PAID: \$  RENTED FROM:  TO:

NAME OF AGENT/LANDLORD:

PHONE NUMBER OF AGENT/LANDLORD:

IF NOT CURRENTLY RENTING PLEASE SPECIFY CURRENT SITUATION (I.E SELLING, BOARDING ETC):

ANY SUPPORTING COMMENTS WITH APPLICATION:

**IN SUBMITTING THE APPLICATION:  
(PLEASE COMPLETE EACH CHECK BOX AND SIGN & DATE AT BOTTOM)**

IF YOU INSPECTED THE PROPERTY WHILST VACANT, DID YOU FIND THE PROPERTY TO BE REASONABLY CLEAN AND IN ACCEPTABLE CONDITION?  YES  NO

IF NO: WHAT ITEMS SHOULD BE ATTENDED TO PRIOR TO COMMENCING THE TENANCY AGREEMENT? (NOTE: SUBJECT TO APPROVAL)

ARE THERE ANY OTHER CONDITIONS OF YOUR APPLICATION IF YOU WERE SUCCESSFUL?

I DECLARE THAT I AM NOT BANKRUPT OR UN-DISCHARGED BANKRUPT AND AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. IF YOU HAVE BEEN BANKRUPT PLEASE STATE IN COMMENTS.

I UNDERSTAND THAT IF MY APPLICATION IS UNSUCCESSFUL THAT THE AGENT IS NOT REQUIRED OR OBLIGED TO SUPPLY A REASON

I ACKNOWLEDGE THAT I WILL MAKE NO CLAIM OR DEMAND NOR COMMENCE LITIGATION AGAINST THE LESSOR OR THEIR AGENT SHOULD THE PREMISES BE FOUND TO BE UNAVAILABLE OR IF MY APPLICATION IS UNSUCCESSFUL.

BEFORE SIGNING, I HAVE READ OR CONSIDERED THE RENTING BOOK EXPLAINING THE RESIDENTIAL TENANCY ACT 1997, WHICH IS AVAILABLE FROM ACT REVENUE OFFICE.

IF SUCCESSFUL I WILL SIGN THE TENANCY AGREEMENT AS SOON AS POSSIBLE WITH AN UNDERSTANDING THAT THE PROPERTY WILL REMAIN ON THE MARKET UNTIL THE TENANCY AGREEMENT HAS BEEN SIGNED

I AGREE TO PAY AN INITIAL RENT PAYMENT AT THE SIGNING OF TENANCY.

I AGREE TO PAY A BOND EQUAL TO 4 WEEKS RENT PRIOR TO THE COMMENCEMENT OF THE TENANCY.

I HAVE ATTACHED THE REQUIRED DOCUMENTS AS REQUESTED ON PAGE 2.

**PRIVACY ACT COLLECTION NOTICE**

The personal information the prospective tenant provides in the application or that which is 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. The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference 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 other parties, including those referred to above. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this application. The application 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.

APPLICANTS SIGNATURE:

DATE: