

APPLICATION FOR TENANCY

100 Points Tenant Check

Before any Tenancy Application is considered, each applicant is required to produce sufficient identification which totals 100 points. Please see the following for the acceptable identification.

You must provide AT LEAST ONE of the following:

- ☐ Driver's License – 30 Points
- ☐ Passport – 30 Points
- ☐ Proof of Age Card – 30 Points

You must provide AT LEAST ONE of the following:

- ☐ Tenancy History Ledger – 20 Points
- ☐ Previous Tenancy Agreement – 20 Points
- ☐ Previous Four Rent Receipts (if Private, we require a written reference) – 20 Points
- ☐ Rental Bond Receipt – 20 Points
- ☐ Council or Water Rates Notice – 20 Points

You must provide AT LEAST ONE of the following:

- ☐ Two Payslips – 15 Points
- ☐ Letter from Employer stating income – 15 Points
- ☐ Centrelink Payment Advice – 15 Points
- ☐ Bank Statement showing income – 15 Points

You must provide AT LEAST ONE of the following:

- ☐ Motor Vehicle Registration – 15 Points
- ☐ Telephone, Electricity, or Gas account – 15 Points
- ☐ Pension Card – 15 Points
- ☐ Health Care Card – 15 Points
- ☐ Medicare Card – 15 Points

TOTAL: _____ Points

Premises

Address of Premises applied for _____

Car space/garage/storeroom number _____

Excluding _____

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NOTE: EACH APPLICANT ON THE LEASE MUST COMPLETE A SEPARATE APPLICATION FORM

Applicant Personal Details

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ other

Full Name _____

Date of Birth _____

Present Address _____

Postcode _____

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 _____

Applicant Emergency Contact (in case of an emergency, name of friend or relative)

Name _____ Relationship _____

Address _____

Postcode _____

Phone: Work _____ Mobile _____

Phone: Home _____ Email _____

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Applicant Employment History

Occupation of Applicant _____	Date Commenced _____
Gross Weekly Wage/Salary _____	
Current Employer's Name _____	
Current 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 Tenancy History

Name of present Landlord/Agent _____
Phone: Work _____ Mobile _____
Email _____
Length of time at present address _____
Current rent paid \$ _____
Reason for leaving _____
Name of previous Landlord/Agent _____
Previous Address _____
Phone: Work _____ Mobile _____
Email _____
Length of time at previous address _____
Reason for leaving _____

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Occupant(s) Details

Number of persons who will occupy the Premises:

Adults _____ Children _____ Ages of Children _____

Pets ☐ Yes ☐ No If Yes, number and type _____ Smoker (s) ☐ Yes ☐ No

Note: The Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant _____ Date _____

Details of Rental

Type 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 four 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 two 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 FOR TENANCY

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 seven 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.
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 one 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 I declare 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.

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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, agree to 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.

Documents to be provided with the Application form

In order to process the application, the following documents must be 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