

TENANCY APPLICATION FORM

LEASE DETAILS

Address of Property: _____

Length of tenancy required: _____

Date tenancy to commence: _____

Number of people occupying property: Adults: _____ Children (ages): _____

Details of any pets: _____

PERSONAL DETAILS

Full Name: _____ Date of Birth: _____

Driver's Licence Number: _____ Vehicle Registration Number: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email address: _____ Smoker: Yes or No

NEXT OF KIN / EMERGENCY CONTACT

Full Name: _____

Relationship to you: _____

Address: _____

Phone Numbers: Home _____ Work _____ Mobile _____

CURRENT PROPERTY DETAILS (at least 2 years worth of history)

Address: _____

Reason for leaving: _____

Name of property owner or landlord: _____

Contact numbers for above: Home _____ Work _____ Mobile _____

How long have you lived at this address: _____ Rent paid if applicable: _____

PREVIOUS PROPERTY DETAILS

Address: _____

Reason for leaving: _____

Name of property owner or landlord: _____

Contact numbers for above: Home _____ Work _____ Mobile _____

How long have you lived at this address: _____ Rent paid if applicable: _____



CURRENT EMPLOYMENT / INCOME DETAILS

What is your current occupation: _____

Length of Employment: _____ Nature of Employment (fulltime/part time/casual): _____

Name of Employer: _____ Address: _____

Contact details for above: Work _____ Mobile _____ Email: _____

Contact person: _____ Nett income per week: _____

PREVIOUS EMPLOYMENT / INCOME DETAILS

What is your current occupation: _____

Length of Employment: _____ Nature of Employment (fulltime/part time/casual): _____

Name of Employer: _____ Address: _____

Contact details for above: Work _____ Mobile _____ Email: _____

Contact person: _____ Nett income per week: _____

CONTACTS / REFEREES (not related to you)

1. Full Name: _____

Address: _____ Email: _____

Relationship to you: _____ Phone numbers: _____

2. Full Name: _____

Address: _____ Email: _____

Relationship to you: _____ Phone numbers: _____

DETAILS OF STUDY

Place of Study: _____ Course Name: _____

Course Length: _____ Enrolment / Student Number: _____

Campus Contact Number: _____ Course Co-ordinator: _____

Have you ever been evicted from a rental property (if yes please give details): _____

Have you ever had any money taken out of your bond (if yes please give details): _____

I the applicant do solemnly and sincerely declare that I am not bankrupt or am 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 of the premises in it's current condition for a period of _____, at a rental of \$ _____ per week and that the rent 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.



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 applicant successful may be disclosed for the purpose of which it is collected to other parties including to the landlord, referees, other agents, and third party operators of the tenancy 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 the 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 databases and / or other agent’s. 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.

I declare that all the information in this application is true and correct:

_____	_____	_____
Applicant’s Name	Applicant’s Signature	Date
_____	_____	_____
Property Manager’s Name	Property Manager’s Signature	Date

PLEASE NOTE:

The following information **must be supplied** when submitting applications before we can begin to process your application:

- **Photocopy** of Photo identification (Current Driver’s Licence, Passport or 18+ Card)
- **Photocopies** of references from previous tenancies
- **Print out** of “Tenant Ledger’s” from your previous Real Estate Agent
- **Photocopy** of Proof of income (four most recent pay slips, current bank statement, centrelink statement)

If you have never rented before, written character references from a current employer or local businesses.

ADDITIONAL COMMENTS / INFORMATION
