

## Tenant Application Information

**Applications will not be processed unless ALL information is supplied and each applicant must complete and sign a separate application form.**

**The property will not be secured until the application has been approved & the equivalent of two weeks rent has been paid to our office in cleared funds.**

### Approval Of An Application

If your application is approved we require you to pay the equivalent of two weeks rent and advise us of your commencement date within 24 hours or other applications will be re-considered.

### Payment Of Rent & Bond

Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond (cleared funds). This office **does not accept** bond transfers and **does not** transfer Department of Housing Bonds. We **do accept** Department of Housing Bonds.

### ALL MONIES MUST BE PAID IN CLEARED FUNDS OR CASH PRIOR TO COLLECTING THE KEYS

### Bond Lodgement/Bond Refund

It is important to know, that all parties signing the bond lodgement form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing. If an amount has not been specified we will automatically split the bond equally between to tenants.

### Signing of the Tenancy Agreement

All occupants must be present when signing the tenancy agreement. The keys will not be released unless all occupants have signed, shown photo identification and paid all monies in **cleared funds and in full**.

### Payment Of Rent

It is our company policy that all rental payments are to be made by either cash, cheque or internet transfer. We can issue you with a National Australia Bank deposit book with your identification number or issue you with National Australia Bank Account details. If you are transferring monies via internet please ensure that you use your address as the deposit details.

### Electricity Connection / Telephone Connection

It is the tenant's responsibility to connect the electricity & telephone and to ensure that it is disconnected at the end of the tenancy. All connections costs and deposits are the tenant's responsibility.

**Integral - 1300 137 327    Energy Australia – 131 502    Telstra – 131 100**

### Condition Reports

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for the discrepancies when you vacate. You must return the condition report to our office within three (3) days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property (there is a maximum penalty of \$1500 under the Residential Tenancies Act for not returning a condition report). If we have not received your condition report by the fourth it will not be accepted.

**Application for Residential Tenancy**  
**(One application to be completed per person)**

**Property Address:**

**Applicant Details**

Full Name:- \_\_\_\_\_

Date of Birth:- \_\_\_\_\_ Total number of Applicants applying for Property:- \_\_\_\_\_

Have you ever been known by any other name(s)? Yes / No

If yes, what other names(s) have you been known by? \_\_\_\_\_

Drivers Licence of Passport Number:- \_\_\_\_\_ State:- \_\_\_\_\_

Registration Number of Vehicle(s):- \_\_\_\_\_ Number of Vehicles:- \_\_\_\_\_

**Contact Details**

Current Address:- \_\_\_\_\_

Mobile:- \_\_\_\_\_ Home Phone:- \_\_\_\_\_

Email:- \_\_\_\_\_ Work Phone:- \_\_\_\_\_

**Dependants**

Do you have any dependants? Yes / No

<u>Dependants Full Name</u>	<u>Relationship to Applicant</u>	<u>Age of Dependant</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Smoking**

Are you or any of the dependants living with you a smoker? Yes / No

**Pets**

Do you intend on keeping pets at the property? Yes / No

Number of Pets:- \_\_\_\_\_ Type of Pets:- \_\_\_\_\_

Are your pets registered with a council? Yes / No

If Yes, please state which council:- \_\_\_\_\_

**Rental History**

**Current Residential Address:-** \_\_\_\_\_

Period of Occupancy:- \_\_\_\_\_ Type of Occupancy:- Rent  Own  Other: \_\_\_\_\_  
Current Agent/Lessor (if renting) Agent/Lessor Phone Agent/Lessor Fax

Current Rent \$ \_\_\_\_\_ per week Reason for Leaving:- \_\_\_\_\_

**Previous Residential Address:-** \_\_\_\_\_

Period of Occupancy:- \_\_\_\_\_ Type of Occupancy:- Rent  Own  Other:- \_\_\_\_\_  
Current Agent/Lessor (if renting) Agent/Lessor Phone Agent/Lessor Fax

Current Rent \$ \_\_\_\_\_ per week Reason for Leaving:- \_\_\_\_\_

**Employment Details**

Are you employed? Yes / No  
Employment Status:- Full Time Part Time Casual Contract Self Employed  
Occupation:- \_\_\_\_\_ Net Income (per week) \$ \_\_\_\_\_  
Employer/ Business Name:- \_\_\_\_\_  
Person of Contact:- \_\_\_\_\_ Phone:- \_\_\_\_\_  
Length of Employment:- \_\_\_\_\_ Address of Employer :- \_\_\_\_\_

**If Self Employed**

Business Name:- \_\_\_\_\_ ABN:- \_\_\_\_\_  
Address of Business:- \_\_\_\_\_  
How long have you been Self Employed? \_\_\_\_\_  
Accountants Name:- \_\_\_\_\_  
Accountants Address:- \_\_\_\_\_ Phone:- \_\_\_\_\_

**Centrelink Payments**

Are you receiving regular Centerlink Payments? Yes / No  
Description of Payment/s :- \_\_\_\_\_  
Total income (per week) \$ \_\_\_\_\_ Period you have been receiving these payments? \_\_\_\_\_

**Student Details**

Are you studying Full Time? Yes / No  
Name of Education institution you are currently attending? \_\_\_\_\_  
Student Identification Number:- \_\_\_\_\_  
Are you an overseas student? Yes / No If yes, Visa expiry date:- \_\_\_\_\_

### **Next Of Kin**

(Please provide details of preferred person to be contacted in the event of an emergency)

Name:- \_\_\_\_\_ Relationship:- \_\_\_\_\_

Address:- \_\_\_\_\_

Phone:- \_\_\_\_\_ Mobile:- \_\_\_\_\_

### **Personal References**

(Please do not list relatives, another applicant or partners and provide business hours contacts)

Name:- \_\_\_\_\_ Relationship:- \_\_\_\_\_

Address:- \_\_\_\_\_ Phone:- \_\_\_\_\_

Name:- \_\_\_\_\_ Relationship:- \_\_\_\_\_

Address:- \_\_\_\_\_ Phone:- \_\_\_\_\_

### **Please advise the following by selecting either Yes or No**

Have you ever been evicted by any agent/lessor? Yes / No

Is there any reason known to you that would affect your ability to pay rent? Yes / No

Was your rental bond at your last address refunded in full? Yes / No

Are you in debt to another agent/lessor? Yes / No

Please advise what deductions were made from your bond and/or why you are in debt to your past agent/lessor? \_\_\_\_\_

**You are required to meet at least 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item and retain as part of your application.** Please tick the identifying documents you have provided with your application.

**At least one form of Photo Identification MUST be provided**

**70 Points:-**     Passport             Birth Certificate             Citizenship Certificate

**40 Points:-**     Drivers Licence     Proof of Age Card     Student Photo ID

**25 Points:-**     Medicare Card     Council Rates Notice     Motor Vehicle Registration

Bank Statement     Recent Utility Bill     Credit Card Statement

**You will also be required to supply the agency with proof of your income upon submission of your application**

**Employed:-** Last **FOUR** pay slips or bank statement

**Not Employed:-** Centrelink Statements

**Self Employed:-** Bank Statements, Group Certificate or Accountant's Letter

