

Tenancy Application Form



www.yourpropertyagency.com.au

Today's Date :
D D M M Y Y

Property

What is the address of the property you want to rent?

Address Post Code

Rent Amount:

Lease Term: months

Preferred Lease Start Date - -

Applicant Information

First Name : Last Name

Gender : Male Female Self Described Mobile :

Email Address :

Date Of Birth :
D D M M Y Y Y Y

Tick if applicable Smoker Part-time Student Full-Time Student Retired Employed

Marital Status Engaged Live with Partner Married Seperated Single Other

Identification Type Drivers Licence Birth Certificate Passport Other
Insert other type of identification

Identification number State or region Expiry date of identification
of the identification type selected above
D D M M Y Y

Emergency Contact

First Name : Last Name

Mobile :

Other Occupants

Adults (18+) List the details of the other people who will be living with you

First Name	<input type="text"/>	Last Name	<input type="text"/>	<input type="checkbox"/>	Application Attached
First Name	<input type="text"/>	Last Name	<input type="text"/>	<input type="checkbox"/>	Application Attached
First Name	<input type="text"/>	Last Name	<input type="text"/>	<input type="checkbox"/>	Application Attached

If there are more than 4 adults in total please attach another sheet

Children (Under 18)

Number of Children Total Age of Children

Current Address

Address of premises Post Code

Occupancy Type:

<input type="checkbox"/> Owner	Move in Date	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Renting through Agent		D	D	M	M	Y	Y		
<input type="checkbox"/> Private Landlord	Weekly Rent Amount \$ <input type="text"/>								
<input type="checkbox"/> With parents									
<input type="checkbox"/> Share Accommodation									
<input type="checkbox"/> Other	<input type="text"/>								

if applicable

Reason for Moving :

Agent / Owner Contact Details (Current)

Agency or Organisation Name:

Insert the contact details for the person in charge of the property you are renting. Eg Property Manager, Owner, Parents etc.

First Name : Last Name

Email Address : Mobile :

Previous Address

Address of premises

Post Code

Occupancy Type:

- Owner
- Renting through Agent
- Private Landlord
- with parents
- Share Accommodation
- Other if applicable

Move in Date :
D D M M Y Y

Move out Date :
D D M M Y Y

Weekly Rent Amount \$

Reason for Leaving :

Bond Refunded in Full? :

Yes

No

Why?

Agent / Owner Contact Details (Previous)

Agency or Organisation Name:

Insert the contact details for the person in charge of the property you are renting. Eg Property Manager, Owner, Parents etc.

First Name : Last Name :

Email Address : Mobile :

Current Employment

Are you currently employed or self employed?

No go to section 'Other Income'

Yes complete section 'Employment Details'

Employment Details

Name of Organisation :

Location : eg. Melbourne

Position Title :

Employment Start Date :
D D M M Y Y

■ Current Employment continued

Weekly Income :
after tax

How often do you work here?

- Casual
 Part time
 Full Time

Employer's Contact Details or Accountants if self employed

First Name : Last Name :

Email Address : Mobile :

■ Other Income

Do you receive government benefits?

No

Yes > Amount :
Type of benefit \$ weekly

Do you receive any other source of income not already mentioned?

No

Yes > Amount :
Description of income, eg dividends or interest of shares \$ weekly

■ Pets

Do you have any Pets?

No

Yes >
Type of Pet, eg Cat, Dog, Bird Breed

Age Name

■ Payment Details

Please indicate how you propose to pay your bond:

- Own funds
 Borrowed funds
 SA Housing Trust

Bond Amount Due:

Rental Bond :

- 4 weeks rent if weekly rent is \$800 or less
- up to 6 weeks rent if weekly rent is more than \$800.

Documentation

Identification

You must attach 100 points of identification so we can verify who you are (at least one photo ID must be supplied).

70 Points

- Passport
- Birth Certificate or Extract
- Citizenship Certificate

40 Points

- Driver's Licence
- Public Services Card
- Pension Card
- Health Care Card

25 Points

- Employee Card
- Student Card
- Medicate Card
- Bank (ATM) Card
- Utility Bill (eg water, electricity, gas)
- Rates Notice

Income

The more proof you are able to show that you will pay the rent on time every time, the more comfortable the owner will be to approve your application. Please tick which documents you have attached to your application.

- | | | | |
|--------------------------|-------------------------------|--------------------------|--|
| <input type="checkbox"/> | 2 most recent payslips | <input type="checkbox"/> | Government Benefit Statement |
| <input type="checkbox"/> | End of year tax return | <input type="checkbox"/> | Owner rental statement showing income |
| <input type="checkbox"/> | Bank statement showing income | <input type="checkbox"/> | Bank statement showing mortgage payments |

Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my current and past employers, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information. I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant, prepare lease/tenancy documents, lodge/claim/transfer to/from a Bond Authority, allow tradespeople or equivalent organisations to contact me, refer to Tribunals/Courts & Statutory Authorities (where applicable), refer to collection agents/lawyers (where applicable), complete a credit check with NTD (National Tenancies Database) I am aware that if information is not provided or I do not consent to the uses to which personal information is put the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

The Applicant Acknowledges

- That the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- That any terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
- That upon being advised of approval of this application by the agent, you will be requested to pay the first 2 weeks rent by EFT or going into an ANZ bank within 24 hours, this creates a legal tenancy agreement. If the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and will recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.

Signature Of Applicant

Date

:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y