
APPLICATION FOR RESIDENTIAL TENANCY

Applications Will Not Be Processed Unless All Information is Supplied

Anybody over the age of 18 must complete an application form.

The property will not be held for you until the application has been approved and a holding deposit of the first weeks rent has been paid to our office in cleared funds.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed until copies of all documents are given.

- Photo Identification (18+ card, drivers license, University or TAFE card, passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (phone bill, electricity account, lease agreement, council rate notice)
- Proof of regular housing payments (rent receipts, tenant ledger, proof of mortgage repayments)
- Proof of income (wage slips, bank statements, employee letter, Centrelink letter)
- Written references from current landlord or agent.

Copies are to be provided by the applicant, however we do offer a photocopying service at 30 cents per copy.

PAYMENT OF HOLDING DEPOSIT

Once the application has been approved you will be required to pay one weeks rent to secure the property. Please note that this must be paid in cleared funds (money order or bank cheque). Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money is received.

START UP COSTS

Prior to taking possession of the property we require a minimum 2 weeks advance rent and 4 weeks bond. **We are unable to transfer bond money.** All monies must be paid in cleared funds (money order or bank cheque) prior to collecting the keys.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the lease prior to collecting keys. The keys will not be released unless all occupants have signed the lease, shown photo identification and paid all monies in cleared funds and in full.

Our office reserves the right to allow for any changes or additions to the above.

The 3 pages of this application must be completed in full & signed or your application will not be processed.

RENTAL PROPERTY: _____

APPLICANTS DETAILS

Surname:		Given Names:			
Home #	Work #		Mobile #		
Email:					
D.O.B:	Passport #		18 + Card #		
Drivers Lic #	Lic State:		Car Rego:		
Car Make:	Model:		Year:		
Owned or Financed:			No of Cars to be kept on Premises:		
Number of Persons to Reside in Property (ALL PERSONS MUST BE LISTED)					
Adults #			Children #		
Name:	Age:	Name:	Age:	Name:	Age:
Pets <input type="checkbox"/> Yes <input type="checkbox"/> No	Number:	Type:		Breed:	
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		

CURRENT ADDRESS DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold:		
Address:	Phone #	
Period of Occupancy _____ to _____	Reason for leaving:	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

PREVIOUS ADDRESS DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold:		
Address:	Phone #	
Period of Occupancy _____ to _____	Reason for leaving:	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

PERSONAL REFERENCES – Do not include relatives, nor any other person already listed as a referee

1. Name:	Address:
Phone:	Relationship:
2. Name:	Address:
Phone:	Relationship:

Name of Person to Contact in Case of Emergency:

_____ Relationship: _____
 Address: _____ Phone: _____

Nearest Relative Not Living With You:

_____ Relationship: _____
 Address: _____ Phone: _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK”

Occupation – Current Employer	
Occupation:	Period of Employment:
Employer:	Weekly wage: \$
Address:	Phone #
<input type="checkbox"/> Full – Time <input type="checkbox"/> Part – Time <input type="checkbox"/> Casual (Hrs Per Week)	
Occupation – Previous Employer	
Occupation:	Period of Employment:
Employer:	Weekly wage: \$
Address:	Phone #
<input type="checkbox"/> Full – Time <input type="checkbox"/> Part – Time <input type="checkbox"/> Casual (Hrs Per Week)	
Other Income – Please state per week, fortnight or month.	
<input type="checkbox"/> Student (Name of College, TAFE, UNI):	Austudy: \$
<input type="checkbox"/> Pensioner Type:	Allowance: \$
<input type="checkbox"/> Unemployment Benefit:	Allowance: \$
<input type="checkbox"/> Child Support/Maintenance:	Allowance: \$
<input type="checkbox"/> Self Employed (Name of Business):	Wage: \$
Address:	Phone #
How long established:	ABN #
	<input type="checkbox"/> Profit & Loss Sheet
Accountant Name:	Phone #
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income: \$

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

- To Let Sign
 Rental List
 Telephoned
 Newspaper _____
 Window Card
 Internet

QUESTIONS

1. Has your tenancy ever been terminated by a landlord or agent: Yes No
 If yes give details: _____
2. Have you ever been refused a property by any landlord or agent: Yes No
 If yes give details: _____
3. Are you in debt to another landlord or agent: Yes No
 If yes give details: _____
4. Have any deductions ever been made from your rental bond: Yes No
 If yes give details: _____
5. Is there any reason known to you that would effect your future rental payments: Yes No
 If yes give details: _____
6. I, the applicant, accept the property in it's present condition: Yes No
 If no give details: _____
7. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

APPLICATION FOR RESIDENTIAL TENANCY

Declaration and Privacy Consent by Applicant

Applicant Name: _____

This Application Is Made On: _____

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following:

1. I/We inspected the above property on the _____.
2. I/We wish to apply to rent the above property for a period of _____ months commencing on _____.
3. I/We agree that the rent is \$ _____ per week and that the rental bond is \$ _____.
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH, MONEY ORDER OR BANK CHEQUE.
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above and the Residential Tenancy Agreement signed.
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Applicants Signature

Agent Signature

Date

Date

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)