

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_am/pm

## APPLICATION FOR TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL APPLICANTS TO BE PROCESSED

**RENTAL PROPERTY:** \_\_\_\_\_

How did you find out about the rental property?  To Let Sign  Rental List  Telephoned  Window Card

Facebook  Classifieds  Website Rental Portal (please list): \_\_\_\_\_

### GENERAL INFORMATION

Are there additional Applications for Tenancy forms being submitted for this tenancy?  Yes (please attach)  No

How many tenants wish to reside in the property? \_\_\_\_\_ Adults \_\_\_\_\_ Children

List the full names of the tenants who will be signing the lease

\_\_\_\_\_

List the full names of requested approved applicants wishing to reside at the property & ages of children (if app.)

\_\_\_\_\_

How many cars will be kept at the property? \_\_\_\_\_ Are all the cars registered  Yes  No

Will a  Boat  Trailer  Caravan  Motor Home  Motorbike be kept at the property?  Yes  No

Do any applicants have pets? (check with agent for approval)  Yes  No

Cats No.: \_\_\_\_\_  Dogs No.: \_\_\_\_\_ Breed/Type: \_\_\_\_\_

Birds No.: \_\_\_\_\_ Breed/Type: \_\_\_\_\_ No. of Cages: \_\_\_\_\_  Fish No. of tanks: \_\_\_\_\_

Other \_\_\_\_\_ (List No. & Breed/Type)

Are the pets (if app.) registered with the council?  Yes  No

Do any applicants smoke?  Yes  No

Do you have contents insurance?  Yes  No

If the property has a pool – Have any of the applicants cared for a pool previously?  Yes  No

Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner or agent?

No  Yes – If yes, give details: \_\_\_\_\_

## APPLICANT ONE DETAILS

Name:	D.O.B.: / /	
Are you known by another name:		
Home Phone:	Work Phone:	Mobile:
Email:	Fax No.:	
Car Registration:	Driver's Licence No.:	Licensed State:
Passport No.:	18+ Card No.:	Other ID:

## APPLICANT ONE CURRENT RENTAL OR ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):			
Agent/Owner Address:	Phone:		
Period of occupancy:	/ /	to / /	[ ] years [ ] months
Reason for leaving:			
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			

## APPLICANT ONE PREVIOUS CURRENT RENTAL OR ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):			
Agent/Owner Address:	Phone:		
Period of occupancy:	/ /	to / /	[ ] years [ ] months
Reason for leaving:			
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			

## APPLICANT ONE INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation:	Period of employment:
Employer:	Net weekly wage: \$
Address:	Phone:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual            [ ] hours per week	
If less than six months list Previous Employer:	
Occupation:	Period of employment:
Employer:	Net weekly wage: \$
Address:	Phone:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual            [ ] hours per week	

<b>Other</b> <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.:	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date: / /
<input type="checkbox"/> Pensioner Type	Allowance: \$
<input type="checkbox"/> Unemployment Benefit	Allowance: \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage: \$
Address:	Phone:
How long established:	ABN No.:
Accountant Name:	Phone:
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income: \$

**APPLICANT ONE PERSONAL REFERENCES** – Does not include relatives (this must be completed in full)

Contact Name:	Address:
Phone:	Relationship:
Contact Name:	Address:
Phone:	Relationship:

Next of Kin or relative not living with you or other person to contact in case of an emergency:

Contact Name: \_\_\_\_\_

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

## APPLICANT TWO DETAILS

Name:	D.O.B.: / /	
Are you known by another name:		
Home Phone:	Work Phone:	Mobile:
Email:	Fax No.:	
Car Registration:	Driver's Licence No.:	Licensed State:
Passport No.:	18+ Card No.:	Other ID:

## APPLICANT TWO CURRENT RENTAL OR ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):			
Agent/Owner Address:		Phone:	
Period of occupancy: / / to / / [ ] years [ ] months			
Reason for leaving:			
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			

## APPLICANT TWO PREVIOUS CURRENT RENTAL OR ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):			
Agent/Owner Address:		Phone:	
Period of occupancy: / / to / / [ ] years [ ] months			
Reason for leaving:			
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			

## APPLICANT TWO INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation:	Period of employment:
Employer:	Net weekly wage: \$
Address:	Phone:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [ ] hours per week	
If less than six months list Previous Employer:	
Occupation:	Period of employment:
Employer:	Net weekly wage: \$
Address:	Phone:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [ ] hours per week	

<b>Other</b> <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.:	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date: / /
<input type="checkbox"/> Pensioner Type	Allowance: \$
<input type="checkbox"/> Unemployment Benefit	Allowance: \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage: \$
Address:	Phone:
How long established:	ABN No.:
Accountant Name:	Phone:
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income: \$

**APPLICANT TWO PERSONAL REFERENCES** – Does not include relatives (this must be completed in full)

Contact Name:	Address:
Phone:	Relationship:
Contact Name:	Address:
Phone:	Relationship:

Next of Kin or relative not living with you or other person to contact in case of an emergency:

Contact Name: \_\_\_\_\_

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

**CONDITION OF PROPERTY**

I, the applicant/s, accept the property in its present condition

Yes  No

*(A detailed Condition Report will be completed prior to you taking possession)*

If no, please provide details:

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Please list any other information about your application:

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If you require further assistance or information prior to moving into your property, please feel free to contact our agency.

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**FREE UTILITY CONNECTION SERVICE**

Direct Connect is a FREE service that can connect you to the following utilities and services in your new home!

YES

» I/we consent to Property Network Lockyer Real Estate providing my personal information details to Direct Connect which will include my name, address, email and phone number

» To be contacted in relation to my/our utilities and service connections. Which may include obtaining metering information for the premises I/we am moving to

Signature

Date

# TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

RENTAL PROPERTY: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

*(Include Applicant 1 and Applicant 2 Name)*

## GENERAL TERMS AND CONDITIONS

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_.

I/we agree that once the application has been approved, I agree to pay one (1) week rent to secure the property. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

## PRIVACY TERMS AND CONDITIONS

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

# TERMS AND CONDITIONS

## AUTHORITY AND PRIVACY DISCLAIMER

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority
- (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable)
- (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (i) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

A full copy of our privacy policy can be accessed at our website.

Applicant 1 Signature: \_\_\_\_\_

Applicant 1 Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_

Applicant 2 Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent Name: **Property Network Lockyer**