

TENANCY APPLICATION

RENTAL PROPERTY ADDRESS:.....
Commencement Date:..... Term of Lease:.....
Rental Weekly: \$..... Bond: \$.....
Proposed Occupants: Adults:..... Children/Age:.....
Pets: Yes/No Number & type of pets:.....

APPLICANT DETAILS

Full name: Date of Birth:
Current Address:
Contract Phone No.: (H)..... (W).....
(Mobile)..... E-mail
How long at this address: Rental?: Yes/No
Name of current Landlord/Agent: Contact No.:.....
Reasons for leaving:
Previous Address:
How long at this address: Rental?: Yes/No

EMPLOYMENT DETAILS

Occupation: Full Time:Part Time:.....Casual:.....
Employer:..... How long employed there:
Address:
Name of contact person: Contact No:
Salary income per week:.....
Previous Employer: How long employed there:
Address:

(IF ON SOCIAL SECURITY, A STATEMENT OF INCOME MUST BE PROVIDED)

REFERENCES: (Please supply all contact numbers for References)

THREE REFERENCES REQUIRED.

- Relationship: Phone No.....
- Relationship: Phone No.
- Relationship: Phone No.

DECLARATION:

I declare that the information supplied is true and correct and acknowledge that I/We have read and accepted the conditions listed above.

SIGNED: DATED:

PRIVACY ACT 1988

APPLICATIONS FOR TENANCY AND MANAGEMENT OF PROPERTY

The personal information the prospective tenant provides in this application or that which is 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.

The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties including the landlord, referees, financial institutions, tradespeople, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy, reference databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the internet.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under that Agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access his/her personal information held by the Agent, 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.

Signed by Applicant: _____ Date: _____.

**OFFICE USE ONLY
APPLICATION CHECK LIST**

IDENTIFICATION CHECKS		
100 Point ID Check	Drivers License	50
	Proof of age card	50
	Passport	50
	Copy of Utility bills	30
	Copy of Mobile Phone bills	20
	Medicare Card	20
	Student ID Card	10
Full time Student	Concession Card	10
	Bank Statement	
	Confirmation of enrolment	
	Copy of current visa	

REFERENCE CHECKS		
Name		
Date	Telephone No:	
Comments		
Name		
Date	Telephone No:	
Comments		
Name		
Date		
Comments		

SUBMITTED APPLICATION TO LANDLORD		
Name		
Date & Time	Telephone No:	
Instructions		

Property Manager		Date:	
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