

**TENANCY APPLICATION FORM: ONE FORM IS REQUIRED PER PERSON ON THE LEASE**

Property Applied For		Rent per week <i>as advertised</i>	\$
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Length of lease		Preferred lease start date	
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Will you have pets?		How many?		Type & breed/s	
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**APPLICANT DETAILS**

Applicants Full Name	Surname	Given Name	D.O.B
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Contact Numbers	Mobile	Home	Work
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Email Address		Licence #	
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Total number of people occupying the property		Number of Children		Ages of Children		Car Rego #
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**EMPLOYMENT**

At least **2 most recent payslips** are to be attached to your application. If you are currently unemployed, please explain details i.e. pension, benefits, study allowance and provide an **income statement**.

Current Employer		Your occupation/ work title	
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Employer Address		Contact person	Phone Number
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Period employed		Net income (after tax)	\$ per week
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Second Employer (if applicable)		Your occupation/ work title	
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Employer Address		Contact person	Phone Number
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Period employed		Net income (after tax)	\$ per week
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**CHARACTER REFERENCE DETAILS** (other than immediate family members)

Name		Name	
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Phone Number		Phone Number	
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Relationship to you		Relationship to you	
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**TENANCY REFERENCE CHECKS:** To process your application we will confirm your rental history with your previous agent or landlord. We require your authority to do this, please read and sign at the bottom of the page.

**IF YOU OWN YOUR HOME PLEASE PROVIDE A COPY OF YOUR COUNCIL RATES NOTICE**

**Do you have a current bonds online log in:**

**If yes, please provide your email address, you will then be required to create an account with rental bonds online.**

Name of Applicant					
Current Address			Period of Tenancy	Rent Per Week	
Current Agent/Landlord			Phone:	Contact name/Manager:	
Reason for Leaving					
Previous Address			Period of Tenancy	Rent Per Week	
Previous Agent/Landlord			Phone:	Contact name/Manager:	
Reason for Leaving					
Next of Kin	Name	Relationship to you	Mobile	Home	Work
Emergency Contact <small>Must be different to above</small>	Name	Relationship to you	Mobile	Home	Work

**YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS SUFFICIENT ID, CURRENT PAY SLIPS/INCOME STATEMENTS ARE PROVIDED.**

Each person who will be residing in the property is required to complete an application and supply the relevant ID.

**ID MUST BE PROVIDED WITH THIS APPLICATION - A TOTAL OF 100+ POINTS IS REQUIRED**

Mandatory ID - Drivers Licence or Passport or Proof of Age Card (50 points)

Supporting ID - Credit Card / Bank Card / Bank Statement / *Three* Recent rent receipts (20points)

- Student Card / Medicare Card / Social Security Card (20points)

- Electricity Acc / Gas Acc / Telephone Acc / Land Rate Notice / Car Rego (15points)



## PRIVACY POLICY

The *Privacy Act 1988* (Cth) (the Act) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information.

The Agent may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by updating it on the Agent's website or by other written notification to the Applicant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Applicant.

This Application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage.

The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to:

(a) identify and verify the Applicant's identity; (b) process and assess the Application; (c) assess the Applicant's ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) process any payment (including without limit the exchange of personal information with the relevant payment provider, where necessary); (g) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; (h) comply with any applicable law; and (i) comply with any dispute resolution process. If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application.

Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, other third parties instructed by the Applicant and any prospective or actual purchaser of the Premises including to their prospective or actual mortgagee (if any), or as required by any applicable law.

Information held by tenancy databases may also be requested by and disclosed to the Agent and/or the Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Agent may also use the Applicant's information including personal information for marketing and research purposes to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (see opt out option below) or has previously told the Agent not to. If the Applicant does not wish to receive any information about such products and services then please tick this box:  or otherwise notify the Agent using the Agent's contact details set out earlier in this Application.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

## NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

I, the applicant, hereby agree:

- The above information is true and correct
- I have physically inspected the property, or had a representative inspect the property on my behalf. ***I/we fully accept the condition of the property as presented, and make no claim or comment or request to have any additional maintenance or work carried out to the property, unless required to comply with relevant legislation or regulation***
- I am financially able to meet all the commitments under the Residential Tenancy Act
- I have not been declared bankrupt
- My application may be processed and checked through TICA (Tenancy Information Control Centre Australia) and previous agents/landlords supplied
- **HOLDING FEE:** Under clause 24 of the Residential Tenancy Act 2010; if your application is approved you will be required to pay within 24 hours a holding deposit of one week rent. If you decide not to proceed with the tenancy the deposit will be retained by the landlord.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_