

## APPLICATION FORM

### PLEASE BE ADVISED

This application will only be processed once ALL details have been completed and ID is photocopied and attached. Please sign last page once you READ ALL THE INFORMATION.

### Address of the properties you would like to apply for, in order of preference

1.
2.
3.
4.

### **Preferred lease term?(Please circle)**

6 months      /      12 months

### **Number of people occupying the property:**

Adults (18+): \_\_\_\_\_ Children: \_\_\_\_\_

Ages: \_\_\_\_\_

### **Number and breed of pets:**

\_\_\_\_\_

### **Will you be getting assistance with your**

**bond?**      Yes    /      No

### Personal Details

Full name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

Do you own a car:      Yes    /      No

Car Make/Model: \_\_\_\_\_

Registration number: \_\_\_\_\_

Drivers Licence #: \_\_\_\_\_

State: \_\_\_\_\_

### Next of Kin

Full Name(s): \_\_\_\_\_

Relationship: \_\_\_\_\_

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

### Tenancy Details

#### Current tenancy

Length of time at current address: \_\_\_\_\_

Rent Paid: \$ \_\_\_\_\_ per Week

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Landlord/Agent Town: \_\_\_\_\_

#### Previous Rental History 1

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

\_\_\_\_\_

Time at address: From: \_\_\_\_\_ To: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Per week

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Landlord/Agent Town: \_\_\_\_\_

#### Previous Rental History 2

Rental Address: \_\_\_\_\_

Time at address: From: \_\_\_\_\_ To: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Per week

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Landlord/Agent Town: \_\_\_\_\_

### Current Employment

Occupation: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Contact Name/Position: \_\_\_\_\_

Length of employment: From \_\_\_\_\_

Net Weekly Income: \$ \_\_\_\_\_

#### Previous Employment

Occupation: \_\_\_\_\_

Employer Name: \_\_\_\_\_

\_\_\_\_\_

Contact Name/Position: \_\_\_\_\_

Length of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Net Weekly Income: \$ \_\_\_\_\_

**\*Attach 2x most recent Pay Slips**

**Student Information**

Institute of study: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Length: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

**Centrelink Information**

Payment type: \_\_\_\_\_

Customer Reference number \_\_\_\_\_

Income: \$ \_\_\_\_\_ per fortnight

**\*Attach Income Statement from Centrelink**

**Referees**

**PLEASE NOTE: IF YOU DO NOT SUPPLY SUFFICIENT REFERENCES YOUR APPLICATION WILL NOT BE ACCEPTED.**

**FAMILY CANNOT BE ACCEPTED!**

Business referee (1): \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Business referee (2): \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Personal referee (1): \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Personal referee (2): \_\_\_\_\_

Relationship: \_\_\_\_\_

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

**Tick appropriate box for the following**

**(If yes, give details)**

Have you ever been evicted by a landlord or agency?

Yes  No

\_\_\_\_\_

Are you in debt to another landlord or agency?

Yes  No

\_\_\_\_\_

Is there an existing reason that may affect your rent payment?

Yes  No

\_\_\_\_\_

Were any deductions made from your bond at a previous address?

Yes  No

\_\_\_\_\_

**NOTE:** With your application you are to attach a photocopy of an **INCOME STATEMENT** and **100 points of identification:**

**ID CHECK LIST:**

Drivers Licence	<input type="checkbox"/>	40
Passport	<input type="checkbox"/>	40
Medicare card	<input type="checkbox"/>	30
Key pass card	<input type="checkbox"/>	30
Other photo ID	<input type="checkbox"/>	30
Full birth certificate	<input type="checkbox"/>	20
Credit/ATM card	<input type="checkbox"/>	20
Centrelink card	<input type="checkbox"/>	20
Current pay slips	<input type="checkbox"/>	20
Vehicle registration certificate	<input type="checkbox"/>	10
Utilities bill	<input type="checkbox"/>	10

**To ensure that your application is accepted please make sure you have filled out everything on the application form and have your 100 points of ID and income statements with you.**

**YOU WILL ONLY BE CONTACTED IF YOUR APPLICATION IS SUCCESSFUL.**

**Declined applications are destroyed after 28 days from date received.**

## **Disclaimer/Authority**

I, the said Applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the Agent contacting and or conducting any enquiries and/or searches with regard to the information and references supplied in this Application.

I the said Applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this Agreement and have the competence and capacity to enter into this Agreement and I further confirm, agree and declare.

I have been informed, understand and agree that the rental for the said property is to be paid every week/fortnight and is to be two weeks in advance at all times.

I have been informed, understand and agree that the Landlord's Agent will carry out an inspection of the property on a mid-term basis and I further agree that I will co-operate fully to allow this inspection to be carried out on a mid-term basis.

I authorize the Agent to attend to all details regarding the lodgment of the said Rental Bond with the appropriate authority.

I have been informed, understand and agree that, should the full amount of the Bond not be paid by the signing of the Tenancy Agreement, I authorize the Letting Agent to apply all or part of the subsequent rental payments to be apportioned to finalizing of the Bond for the property.

I have been informed, understand and agree that the acceptance of my Application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the Agent carrying out any enquiries necessary to process my Application for Tenancy.

I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the aforementioned property during the term or at the expiration of the Tenancy Agreement, all costs of recovery associated with these proceedings shall be able to be recovered from me.

I further consent to the Agent disclosing all personal information that they may hold for the purpose of (a) listing my name with a Tenancy Database as a result of a Tribunal Order or multiple breach notices; (b) enforcing a Tribunal Order; and (c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.

I have been informed and understand that this property is covered by the Barclay M.I.S. Risk Management Plan and further consent to the Agent supplying my personal information to Barclay M.I.S.

I have been informed, understand and agree that should this application for Tenancy not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this Application unless the Application is declined as a result of my name being listed with a Tenancy Database.

I confirm that I have read and understand the Privacy Policy that the Agent has made available to me.

I have been informed, understand and consent to the Agent supplying all necessary information as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act.

I have been informed, understand and acknowledge that the Agent has the contact details for the Tenancy Database/s they use and that the Agent will supply these contact details should I request the same.

**Applicants Name (Please Print):** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_