

# Residential Tenancy Application Form

For your application to be processed you must answer all questions

## 1. Agent Details



## 2. Please read prior to completing your Application.

One application is to be completed per person. This Application cannot be processed until it is completed including copies of supporting documents as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers License, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> Drivers License, Passport, Birth Certificate	40
<input type="checkbox"/> 18+ Card, Other Photo ID, Recent or Current Pay Advice, Previous Tenancy Ledger	30
<input type="checkbox"/> Previous four rent receipts	20
<input type="checkbox"/> Current vehicle registration certificate, Bank Statement, Credit Card Statement, Telephone, Electricity, Gas Accounts, Pension Card, Health Card Card	10

## 3. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease Term \_\_\_\_\_

Date Property is to be occupied \_\_\_\_\_

Number of other Applicants to Occupy the Property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_

## 4. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No \_\_\_\_\_

Pension Type (if applicable) \_\_\_\_\_ No \_\_\_\_\_

Please provide contact details \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

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

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 5. Emergency Contact

Please provide an emergency contact not residing with you \_\_\_\_\_

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 6. Payment Details

Property Rental \$ \_\_\_\_\_ Per Week \_\_\_\_\_

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 Month Rent) \$ \_\_\_\_\_

Total (Bond + 2 weeks) \$ \_\_\_\_\_

## 7. Applicant History

How long have you lived at your current address? \_\_\_\_\_

Name of Landlord/Agent (If applicable) \_\_\_\_\_

Phone No \_\_\_\_\_

Rent Paid per month \$ \_\_\_\_\_

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

Was bond repaid in full?  Yes  No If No, please specify why: \_\_\_\_\_

## 8. Employment Details

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer Phone No \_\_\_\_\_

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

Length of employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net Income \$ \_\_\_\_\_ Per Week \_\_\_\_\_ \$ \_\_\_\_\_ Per Month \_\_\_\_\_

## 9. Social Security Benefits

Type \_\_\_\_\_

\$ \_\_\_\_\_ Per Week \_\_\_\_\_ \$ \_\_\_\_\_ Per Month \_\_\_\_\_

## 10. Other information

Car Registration \_\_\_\_\_

**11. Declaration**

A)

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of default by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

I have been offered and/or seen a copy of the lease agreement & by laws for the property

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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