

Tenancy Application Form



Should there be more than one applicant a separate application form should be completed by each applicant.

How did you find out about this property?	☐ Internet ☐ Window Display ☐ Other
Rental Property:	Address: _____ _____ Carspace/garage/storeroom number _____ Excluding: _____
Tenancy Requirements:	Commencement Date: ____ / ____ / ____ Length of Tenancy: _____ months Rental Amount: \$ _____
Applicant Personal Details (Could you please provided us with photo id when handing in application)	Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other Date of Birth ____ / ____ / ____ Full Name: _____ Present Address: _____ Please attach further documents: ☐ Photo Identification ☐ Payslip
Applicant's Contact Details:	Home: _____ Fax: _____ Work: _____ Mobile: _____ Driver's Licence No: _____ Vehicle Registration: _____ Passport No: _____ Expiry Date: ____ / ____ / ____ Email: _____
Rental Details:	Current Rent \$ _____ per week How long have you lived there? _____ months Agent/Landlord _____ Ph: _____ Reason for leaving: _____ Name Of Previous Landlord/Agent: _____ Ph: _____ Address of Previous Premises Rented: _____
Property Details:	Do you own an investment property? ☐ Yes ☐ No Would you like a free rental appraisal or schedule of our services? ☐ Yes ☐ No If yes, please provide the address of your property below: _____

Employment: (Could you please provided us with pay slips when handing in application)	Current Employer: _____ Your Position: _____ Length of employment: _____ Contact Name: _____ Phone: _____ Net monthly income: \$ _____ Full time / Part time (circle one)
Previous Employment:	Previous Employers Name: _____ Period Of Employment: _____ Contact Name: _____ Phone: _____
Bank Details: (Could you please provided us with your bank statements when handing in application)	Bank or Building Society: _____ Branch: _____ BSB: _____ Account Number: _____
Occupancy Details:	Tenants Name: _____ Current Address: _____ Number of Persons who will occupy the premises: Adults: _____ Children: _____ Ages of Children: _____ Pets: ☐ Yes ☐ No Number and Type: _____ Smoker (s): ☐ Yes ☐ No Note: the applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references. Signature of Applicant Date: / /
Emergency Contact Name:	Name: _____ Address: _____ Relationship: _____ Tel: _____ Phone Work: _____ Fax: _____ Email: _____

Details of Rental:	Type of Premises: _____ ☐ Furnished ☐ Unfurnished Rent: _____ Per: _____ Commencing from: _____ for a period of _____ months/weeks Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transaction) and that is reasonably available to the tenant.										
Initial Payment:	Rental Bond Note: A rental bond must not exceed 4 weeks rent. A rental bond cannot be required or received prior to the execution of a Residential Tenancy Agreement. <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Rent: _____ months/weeks _____ days to ____/____/____</td> <td style="width: 20%; border: 1px solid black; text-align: center;">\$</td> </tr> <tr> <td></td> <td style="border: 1px solid black; text-align: center;">\$</td> </tr> </table> Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so. <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Sub Total</td> <td style="width: 20%; border: 1px solid black; text-align: center;">\$</td> </tr> <tr> <td>Less Holding Fee</td> <td style="border: 1px solid black; text-align: center;">\$</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="border: 1px solid black; text-align: center;">\$</td> </tr> </table> Initial payment must be made in bank cheque or money order. Personal cheques will not be accepted.	Rent: _____ months/weeks _____ days to ____/____/____	\$		\$	Sub Total	\$	Less Holding Fee	\$	Total	\$
Rent: _____ months/weeks _____ days to ____/____/____	\$										
	\$										
Sub Total	\$										
Less Holding Fee	\$										
Total	\$										

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

Holding Fees for Approved Applicants

In accordance with in section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the holding fee referred to in this Application for Tenancy Form is subject to the following conditions:

The applicant, if approved, will pay a holding fee of \$ _____ equivalent to _____ days rent to hold the premises in favour of the Applicant for a period of _____ days from ____/____/____ to ____/____/____ or as varied in writing.

1. If the applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does exceed 1 week's rent of the residential premises.

Confirmation

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition ☐ Yes ☐ No

2. If "NO," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

.....
.....

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I consent to the information provided in this application being verified and a reference check on the TICA Database.

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? ☐ YES ☐ NO if Yes, date application made ____/____/____

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned premises and wish to take a tenancy for such premises for a period of _____ weeks, at a rental of \$_____ per week and that the rental to be paid is within my means.

I undertake to pay a rental bond in bank cheque or money order as requested upon the signing of a Residential Tenancy Agreement.

I/we, _____

Trading as _____

The Real Estate Agents, acting for the owner of the above Premises acknowledged receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

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 enquires 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 enquires.

I/We agree that if our application for the premises is successful, I/We agree to pay rental via the Raine & Horne Deft Payment System, bank cheque or money order.

Applicant's Signature Date:/...../.....

Real Estate Agent's Signature Date:/...../.....

OFFICE USE ONLY:

References Checked By: _____

Employment: _____

Present Landlord/Agent: _____

Bank: _____

References: _____