

# TENANCY APPLICATION FORM

(Separate application form for each applicant)

PROPERTY: \_\_\_\_\_

RENT: \$ \_\_\_\_\_ calendar month \_\_\_\_\_ a week \_\_\_\_\_

COMMENCEMENT DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ LEASE TERM: \_\_\_\_\_

BOND: \$ \_\_\_\_\_ (payable to Residential Tenancies Bond Authority within 10 business days of receipt)

NUMBER OF PEOPLE TO OCCUPY PREMISES: \_\_\_\_\_ Where there is more than one tenant and they do not contribute equally to the total bond, state the amount you are paying: \$ \_\_\_\_\_

SURNAME: \_\_\_\_\_ GIVEN NAMES (in full): \_\_\_\_\_

TITLE: MR/MRS/MS/MISS/DR TELEPHONE (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

PASSPORT NUMBER (if applicable) \_\_\_\_\_ DRIVER LICENCE NUMBER: \_\_\_\_\_

Own motor vehicle: YES / NO Make/Model: \_\_\_\_\_ Registration Number: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

How long at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months If rented, rent paid: \_\_\_\_\_

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

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

PREVIOUS ADDRESS: \_\_\_\_\_

How long at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months If rented, rent paid: \_\_\_\_\_

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

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

**EMPLOYMENT:**

Occupation: \_\_\_\_\_ Full-time / Part-time / Casual

Current employer: \_\_\_\_\_ for \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Contact name: \_\_\_\_\_ Position held: \_\_\_\_\_

Previous employer: \_\_\_\_\_ for \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Current net income per week: \$ \_\_\_\_\_ Other net incomes per week: (such as investment) \$ \_\_\_\_\_

**REFERENCES: (Written to be attached)**

Name	Relationship to the Applicant	Telephone (Home)	Telephone (Work)
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1. \_\_\_\_\_

2. \_\_\_\_\_

EMERGENCY NEXT OF KIN: Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

ANY PETS? YES / NO Type: \_\_\_\_\_ Breed: \_\_\_\_\_

*I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.*

APPLICANT'S SIGNATURE: \_\_\_\_\_



**Privacy Act 1988: APP privacy policy for applicants for a residential tenancy ©**

If you are an individual providing your personal information or your sensitive information to enable the annexed Tenancy Application Form to be completed by doing so you consent to the real estate agency requesting the information and attending to the completion of the Application collecting, holding, using and disclosing it for the primary purposes and the secondary purposes set out below.

The primary purposes are: in relation to and in connection with verifying your identity and in the evaluation of your application and in doing so the estate agency may disclose the information to the landlord and those persons or entities named in the Application and to other third parties reasonably considered by the estate agency as relevant to the evaluation of your application. If your application is successful, the information (or parts of it as may appropriate in the circumstances) may also be disclosed to individuals or entities with whom the estate agency needs to have contact in the management of your tenancy in accordance with good estate agency practice.

The secondary purposes are: to provide details of your tenancy (but not your name or that of your employer) to the REIV or realestateview.com.au Ltd or both for the purpose of documenting and creating data in relation to and in connection with residential lettings for the benefit of members of the REIV, others in property or related industries, and the public; direct marketing, telemarketing or both; advising you of properties the estate agency may have for sale or lease and which the estate agency considers may be of interest to you; complying with the law.

The estate agency will hold your personal information and sensitive information) in hard copy or in electronic form, or both.

The estate agency can be contacted between 9:00 am and 5:00 pm Monday to Friday (excluding public holidays) to provide access to you to update or seek correction of your personal information and sensitive information or to advise that you have withdrawn your consent to the use of your personal information, sensitive information, or both for the primary or secondary purposes or both of them. The estate agency's contact details will be provided to you at the time the Application is completed.

If you consider the estate agency has breached the Australian Privacy Principles you may complain to it by letter, fax or email. The estate agency will promptly consider your complaint and attempt to resolve it with you in a timely manner. If your complaint cannot be resolved, you may refer it to the Office of the Australian Information Commissioner GPO Box 5218, Sydney NSW 2001 or [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

The estate agency is unlikely to disclose your personal information or sensitive information (if any) to overseas recipients.

The main consequences for you if all or part of your personal information or sensitive information (if any) is not provided is that your Application may not be able to be considered.

Agency Name \_\_\_\_\_

## Tenancy Application Tenant Check List

Thank you for your tenancy application for \_\_\_\_\_

 \_\_\_\_\_  
 (property address)

Your application will be processed as soon as possible.

Please note the following:

### ONE APPLICATION PER PERSON

1. Your application should include contact names, telephone numbers and references. Please remember to bring your current driver licence and passport for confirmation of your details.
2. All tenants nominated on the application form should indicate the amount of bond which will be paid by each individual. This information will be included on the lease agreement should the application be successful.
3. Our Property Manager (*insert name*) \_\_\_\_\_ should be contacted 24/48 hours after lodging your application to advise whether your application has been successful.
4. If your application is successful, you will be required to pay \$ \_\_\_\_\_ being one month's rent by either bank cheque or money order. It is important that your payment is received within 24 hours of such notification or the next applicant may be given preference or the property re-listed.
5. You will also be required to complete a Bond Lodgement form as part of the Tenancy Agreement. This form must be completed by all parties nominated on the lease indicating name and amount paid. A bond payment in the form of a **bank cheque or money order payable to the Residential Tenancies Bond Authority (RTBA)** must accompany this form, at the commencement of your tenancy.
6. Landlords/agents must forward bond monies to the RTBA within 10 business days of receipt of the Bond. You will be forwarded an official receipt by RTBA after 7 days.
7. An appointment should be organised with your Property Manager to sign the lease and pay the balance of monies due (Bond) by **either bank cheque or money order**.
8. Remember, it is your responsibility to have all services (such as telephone, gas, electricity and water) connected in your name to coincide with your date of occupation. It is also the tenant's responsibility to insure their possessions. The landlord's insurance policy does not cover your possessions.
9. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed.

Thank you for your co-operation.