

# Tenancy Application Form

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Postal Address: PO Box 880,  
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**Property address:** \_\_\_\_\_

Term of Lease: \_\_\_\_\_ Months, Commencing on: \_\_\_\_\_

Rent \$ \_\_\_\_\_ Per Week/Month, Bond \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Number of persons to occupy the premises:

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Age of Children: \_\_\_\_\_

\* **Please note:** In order to process this application all questions must be answered in full.

The property you are applying for in this application must be inspected internally by you prior to the application being assessed. Each adult intending to occupy the premises must complete a separate application form.

## Personal details

Please attach a copy of your drivers licence (front and back) or passport (including visa page)

Full name of applicant: Mr/Mrs/Miss/Ms/Other: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_

Passport number: \_\_\_\_\_ Country issued: \_\_\_\_\_

**Contact details:** Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Closest relative not living with you, in case of an emergency:

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

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile number: \_\_\_\_\_

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

**Pets:** Do you have any; Yes No Number: \_\_\_\_\_ Breed: \_\_\_\_\_

### Eviction / Abandonment: Have you ever?

Been evicted from a property: Yes No Abandoned a property: Yes No

If Yes provide details: \_\_\_\_\_

Are you currently in debt to any landlord or agent? Yes No

If Yes provide details: \_\_\_\_\_

## Tenancy history

**Present Address:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent currently paid: \$ \_\_\_\_\_ pw / pm

Reason for Leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please attach your last two pay slips  
or your last tax return.

## Employment details

### Current Employer:

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

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

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

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

Length of employment: \_\_\_\_\_ Net Weekly Income: \$ \_\_\_\_\_

### Previous Employer:

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

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

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

Length of employment: \_\_\_\_\_ Net Weekly Income: \$ \_\_\_\_\_

### Self Employed:

If you are self employed, evidence will be required to prove your Income.

Name of business: \_\_\_\_\_

Type of business: \_\_\_\_\_

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

ABN/ACN: \_\_\_\_\_ Business commencement date: \_\_\_\_\_

Name of Accountant / Tax agent: \_\_\_\_\_

Address: \_\_\_\_\_ Contact number: \_\_\_\_\_

## Disclaimer / Authority

### Please read carefully and complete all sections

I \_\_\_\_\_ do solemnly and sincerely declare that the information given and contained in this application is true and correct and that all the information given was given of my own free will.

I have inspected the subject premises as nominated on the first page of this application and wish to rent the property for a lease term of \_\_\_\_\_ months, commencing on \_\_\_\_\_ and acknowledge the agreed rent of \$ \_\_\_\_\_ per week is within my means of support.

I agree that should this application for tenancy not be successful, the agent is not required or obligated to 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/default database.

I understand and agree that Fresh Properties (the Property Manager) will carry out routine inspections of the property, the first of which will be carried out within approximately 1 month of the commencement of my tenancy and future inspections will be conducted every 3-6 months. I also agree to cooperate and allow access for these inspections to be carried out.

I will make no claim or demand on, nor commence litigation against the Owner of the premises or the Owners Agent/Property Manager should the premises be found to be unavailable due to occupation by other persons.

I have no objection and agree to Fresh Properties supplying all or any information to any tenancy databases that they use. I also understand and agree that should I default on any rental payment or breach my tenancy Agreement in any way, my name may be listed with a nationwide tenancy database as a defaulting tenant, which could have an adverse effect on my ability to secure future rental accommodations. The removal of any such information from any Database Company is subject to the conditions of that Database Company.

*Privacy Act 1988* - I hereby authorize Fresh Properties to obtain personal information from or give personal information to all credit providers, references supplied to any tenancy databases, private landlords and real estate agents I currently rent from or have previously rented from, current and previous employers, and any other persons or organization who have information about me that would assist to assess my application history and credit capacity, as well as any general information that may be relevant or for any other purpose.

In accordance with the *Privacy Act 1988*, I hereby authorize the recipient of this document to give information to Fresh Properties regarding my rental history. I understand this information will be used to assess my tenancy application.

Applicant's name: \_\_\_\_\_  
(Please print)

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RESIDENTIAL TENANCY APPLICATION - TERMS & CONDITIONS

Once you have completed and signed the attached application form please return it to us for assessment.

Please note that you must have the following point documentation attached to support this application otherwise your application may not be processed.

At least one document from each of the following groups:

**Group 1**    *PHOTO IDENTIFICATION*

Drivers License	(40 points)
Passport & Visa	(40 points)

**Group 2**    *PROOF OF RENTAL HISTORY*

Last 4 rent receipts	(30 points)
Rental Ledger	(30 points)
Settlement statement (if recently sold own home)	(30 points)

**Group 3**    *SUPPORTING PROOF OF INCOME*

Last 4 pay slips	(20 points)
Confirmation of employment	(20 points)
Bank Statement	(20 points)

**Group 4**    *PROOF OF CURRENT ADDRESS*

Electricity Account	(10 points)
Telephone Account	(10 points)
Bank Statement	(10 points)
Gas Account	(10 points)

Upon approval of your application and at the time of signing the Residential Tenancy Agreement, we will require the following payments:

- \* One Month or two weeks rent in advance in the form of a BANK CHEQUE or MONEY ORDER, made payable to: FRESH PROPERTIES
- \* Bond Payment, equivalent to four (4) weeks rent in the form of a BANK CHEQUE or MONEY ORDER, made payable to THE RENTAL BOND BOARD

**\*\* PLEASE NOTE: PERSONAL CHEQUES ARE NOT ACCEPTED \*\***