

F. APPLICANT HISTORY**8. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$
11. What was your previous residential address?

 Postcode
12. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Phone number (business hours)

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

 Postcode

Contact name

Phone number (business hours)

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net income?

 \$
15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net income?

 \$
H. CONTACTS**16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

I. REFERENCES**17. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

J. OTHER INFORMATION**18. Car Registration**

19. Please provide details of any pets:

Breed / type

Council registration / number

1.	<input type="text"/>
2.	<input type="text"/>

K. PAYMENT DETAILS**Property Rental**

\$ <input type="text"/>	per week Or	\$ <input type="text"/>	per month
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Rental Bond (4 weeks rent):

 \$

First payment of rent in advance (2 weeks rent)

 \$

Tenants share of cost of preparing tenancy agreement.

 \$

Sub Total

 \$

Less: deduct Reservations Fee (see below)

 \$
**Amount payable on signing tenancy agreement
(bank cheque or money order only)**
 \$
L. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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 personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease / tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature
 X
Date

CHECKLIST FOR TENANCY APPLICATIONS

Applications will not be processed until the documentation below is received by our office together with a completed Application for Tenancy Form.

Applications are only accepted after you have been shown through the interior of a property by a property manager.

1. Three forms of identification.
For example: Drivers licence, Passport (as well as Visa details), Credit Cards & Medicare Card
2. Proof of income – bank statement and payslip.
3. Written personal/credit reference (include current telephone numbers)
4. Written rental history (include current telephone numbers)
5. If previous rental private, full names, telephone numbers of owners must be provided as well as the full address of the property.
6. If self employed: Accountant reference and a bank statement
7. If own home: Copy of Council and Water rates notices.
8. **Attention Students:** With all student applications, a photocopy of your course acceptance letter is required.

NOTE:

- All reservation fees and initial payments upon signing of lease must be in bank cheque/money order made to Time Realty Five Dock or direct debit.

- Any reservation fees will be valid until the property is vacant. It then becomes rent.

- If, under any circumstances, the property is not available on the desired day Time Realty Five Dock will not be held responsible for any liabilities and will return the reservation fee.

Rental Rewards is the preferred payment method accepted for rent.

Name: _____ Property: _____

Tenant/s Signature: _____