

Tenancy Application Checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

Identification

You will need to provide two of the following.

- Drivers licence
- Passport
- Another form of photo identification

Tenant History

If you have rented previously we will require:

- Tenant ledger – issued by your existing managing agent or if you have a private agreement a letter is required stating the term of residency and the weekly rental amount.

If you currently own your own property we will require:

- Recent water and council rates notice.

Proof of current address

Please provide one of the following.

- Bank statement
- Electricity, gas or telephone bill

Proof of income

Please provide one of the following.

- Three current pay slips
- A letter from your employer stating income position and length of employment
- A letter from your accountant if self employed

If unemployed, we will require:

- Full CentreLink statement

References

For each applicant we will require two professional references

- Professional reference one
- Professional reference two

Processing of Applications

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

Bond and Ongoing Rental Payments

The rental bond must be paid on or before the lease commencement date and is to be in the form of a bank cheque, money order, or bank transfer into the Trust Account. Ongoing rent is to be paid via bank cheque, money order, EziDebit and Bpay..

Confirmation Approval

I confirm that I or one of the attached applicants have inspected the property on

I confirm that I have attached all of the required information for my application to be processed.

I confirm that I have read and understood all the terms, conditions and declarations within this application and that all information provided is true and correct.

I confirm and understand that initial payments must be made by Bank Cheque or Money Order within 24 hours after approval of application. No Personal Cheques will be accepted and that the keys to the property will not be handed over until the lease agreement has been signed by all applicants and the bond is paid in full.

I confirm that to my knowledge there are no circumstances in the past or future that will affect my ability to care for or meet the rental amount requirements of the property.

Applicant's full name:

Applicant's signature:

Date:

F. CONTACTS/REFERENCES

*** UTILITY AND HOME CONNECTIONS SERVICE**

17. Please provide one contact in case of emergency

Surname <input style="width: 95%;" type="text"/>	Given names <input style="width: 95%;" type="text"/>
Relationship to you <input style="width: 95%;" type="text"/>	Contact number <input style="width: 95%;" type="text"/>

18. Please provide two professional references (not related to you)

Surname <input style="width: 95%;" type="text"/>	Given names <input style="width: 95%;" type="text"/>
Relationship to you <input style="width: 95%;" type="text"/>	Contact number <input style="width: 95%;" type="text"/>

Surname <input style="width: 95%;" type="text"/>	Given names <input style="width: 95%;" type="text"/>
Relationship to you <input style="width: 95%;" type="text"/>	Contact number <input style="width: 95%;" type="text"/>

G. IDENTIFICATION

100 Points of identification is required in order to process your application.

MUST PROVIDE:

Drivers Licence/Passport	40 points	<input type="checkbox"/>
Evidence of income	20 points	<input type="checkbox"/>

ADDITIONAL:

Other photo ID	40 points	<input type="checkbox"/>
Current utility bills	30 points	<input type="checkbox"/>
Bank Statement	20 points	<input type="checkbox"/>
Medicare/Bank card	20 points	<input type="checkbox"/>
Centrelink Statement	20 points	<input type="checkbox"/>
Ledger or Water & Council Rates	20 points	<input type="checkbox"/>
Concession/Pension card	10 points	<input type="checkbox"/>
Mobile phone bill	10 points	<input type="checkbox"/>
Total points provided		<input style="width: 80%;" type="text"/>

H. DECLARATION

I hereby offer to rent the property from the owner under 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 Landlord/Owner.

I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorise the Agent to obtain personal information about me from:

- a. The owner or the Agent of my current or previous residence.
- b. My personal referees for this application and current and past employer/s
- c. Any person who maintains any record, listing or database for defaults by tenants and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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

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

- a. Communicate with referees, employees, landlords, third party operators of tenancy reference database, other agents and select a tenant.
- b. Communicate with the owner and select a tenant.
- c. Prepare lease/tenancy documents.
- d. Allow tradespeople or equivalent organizations to contact me.
- e. Lodge / claim / transfer to/from a Bond Authority.
- f. Refer to tribunals / Courts and Statutory Authorities where applicable.
- g. Refer to collection agents / lawyers where applicable.
- h. Complete a credit check with NTD, TICA or TRA. If you wish to view or alter your records please contact:
NTD: 1300 563 826 TICA: 1902 220 346 TRA: (02) 9363 9244
- i. Transfer water account details into my name.

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent can not provide me with the lease/tenancy of the premises.

Applicant's full name:

Applicant's signature:

Date: