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## TENANCY APPLICATION FORM

**IMPORTANT: PLEASE DETACH AND KEEP THIS COVERSHEET**

### Making an Application

- This application is NOT subject to viewing the property. If for any reason you decide to withdraw, please call our office immediately.
- **EVERY PERSON OVER 18 YEARS OF AGE** intending to reside at the property must fill out a separate Application Form. ALL applications must be received before processing will commence.
- Before submitting your application, you must fill in all sections, read and sign the last page, and provide all necessary documentation. **Incomplete forms will not be processed.**
- You can post, fax, email or drop in your application. See office details above.
- Allow 2 business days to process applications. However, this may depend on how quickly we can get in contact with your references. Each application is presented to the owner of the property, and approval is totally at the owner's discretion.

### Monies on Approval

- Upon approval of your application, you have 24 hours to pay your first **2 WEEKS RENT\*** in order to secure the property. This money is NOT refundable if you change your mind.

### Signing the Lease

- You will need to make an appointment with the Property Manager to sign the Tenancy Agreement. All tenants **MUST** be present to sign the lease.
- You will also need to pay the Bond (4 weeks rent)\* **BEFORE** you start your lease  
*Please note – we do NOT accept Bond Transfers.*
- The Entry Condition Report and keys to the property will be made available to you on the first day of the lease. You will need to collect them from our office during normal business hours (Mon-Fri 9am-5pm), and sign for them.

**\*All payments mentioned above are acceptable only in the form of a bank transfer or deposit.  
For security reasons, we do NOT accept payments directly to the office.**

# TENANCY APPLICATION FORM



## A. YOUR PERSONAL DETAILS

Mr/Ms  Surname  Given name/s

If married: Maiden name

Date of birth: Day  Month  Year  Are you a smoker? Yes  No

Driver's license no.  State issued  Car registration no.

Name/s of all other persons applying for this property:

## B. YOUR CONTACT DETAILS

Home phone  Work phone  Mobile

Fax no.  E-mail

## C. TENANCY DETAILS

**Address/s of property you are applying for (in order of preference if more than one):**

	Address	Rent per week:
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

When would you like to start the Lease?  Term?  months  
**\*\*Be specific – 'asap' not acceptable**

Do you intend to put your name on the lease? (Note: If you choose 'no', this may affect your application as your income will NOT be taken into consideration) Yes  No

How many people will live at the property?  Adults (over 18 yrs old)  Children

Children's names & ages:

PETS - Please provide details

## D. RESIDENTIAL & RENTAL HISTORY

Current Address	Previous Address
<input type="text"/>	<input type="text"/>
Reason for leaving <input type="text"/>	How long did you live there? <input type="text"/>
How long have you lived there? <input type="text"/>	Name of Landlord/Agent <input type="text"/>
Full Name of Landlord/Agent <input type="text"/>	Landlord/Agent's PHONE number <input type="text"/>
Landlord/Agent's PHONE number <input type="text"/>	Landlord/Agent FAX number <input type="text"/>
Landlord/Agent's FAX number <input type="text"/>	What was weekly rent? <input type="text"/>
What is the weekly rent? <input type="text"/>	Was the Bond refunded in full? Yes <input type="radio"/> No <input type="radio"/>
	If not, why not? <input type="text"/>

**E. EMPLOYMENT DETAILS****Current employer**

Occupation/Position

Full time, Part time, Casual?

Net weekly income?

Length of employment?

Employer's address:

Contact name &amp; position held in Company

Phone (landline preferably)

Fax

**Previous employer**

Occupation/Position

Net weekly income?

Length of employment?

**IF YOU ARE SELF-EMPLOYED:*****Please provide your company's last tax assessment notice, bank statement, or other proof of income.***

Name of Company

**F. IF YOU ARE A FULL-TIME STUDENT:**

Institution

Course

**G. IF YOU ARE RECEIVING OTHER INCOME (eg Government assistance):*****You must provide proof of income***

Type of income

Amount per week?

Type of income

Amount per week?

**H. CONTACT IN CASE OF EMERGENCY***Must be someone NOT applying for this property*

Name

Relationship to you

Home Phone

Work phone

Mobile

**I. IDENTIFICATION****Please provide as form of identification:****1. Photo ID** (e.g. Driver's license, Passport or Proof of Age Card) **2. Proof of current address** (e.g. a recent gas, electricity or phone bill) **3. Proof of Income** (e.g. a recent pay slip, bank statement or statement of assistance) **4. Visa Permit – Proof of residency in Australia** (if applicable) *√ Tick to confirm these are attached***J. YOUR COMMENTS***Please add any **questions** or **requests** you may have; or any other **information** you feel is relevant to your application:*

**K. SPECIAL TERMS / DECLARATION / PRIVACY CONSENT****SPECIAL TERMS:**

Unless otherwise advised by the Agent, the following terms will apply to the General Tenancy Agreement:

*No smoking allowed inside premises; Tenant to pay for excess water usage (ie Tier 2 quarterly consumption and above); All approved pets to be kept outside at all times; No unregistered vehicles to be visible at the property; Where the property is on a septic system, the tenant is responsible for regular maintenance of the Grease Trap.*

**CONNECT NOW – FREE UTILITY CONNECTION SERVICE**

Our office recommends *Connectnow* as a simple and convenient time-saving service assisting with your Telephone, Electricity & Gas, Internet, and Pay TV connections to some of Australia's leading providers.

This is a value-added service independent of your tenancy application - you are NOT obligated to use *Connectnow*.

If you would like *connectnow* to contact you to discuss any of the above services please tick the box below. If your application is successful, we will pass your details onto *connectnow*. If you do not receive a call from *connectnow* within a couple of days, please call them on 1300 554 323 to ensure connection can be completed by your requested date.

While the *connectnow* service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the *connectnow* service.

Please pass on my details to *connectnow* to contact me:

YES

**ID:10821**

**DECLARATION:**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Before signing this application I have viewed the tenancy agreement, which is available online at [www.solutionsproperty.com.au](http://www.solutionsproperty.com.au).

I acknowledge that this application is subject to the approval of the owner/landlord, and that upon approval, I am required to pay the first 2 weeks rent to secure the property. This money is NOT refundable if I decide to withdraw my application.

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; or if not, a representative has inspected the premises on my behalf and I accept the property with its current inclusions/features unless otherwise specified in this application form.

I declare that this application may be regarded as my genuine intent to lease the property, and NOT subject to further inspection of the property.

**PRIVACY CONSENT:**

I authorize 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, 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 organizations/trades people to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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 below.

Name

Signature

Date