



Property
MANAGEMENT HQ

RESIDENTIAL TENANCY APPLICATION FORM

Property Applied For: _____

Weekly Rental: \$_____ No of Persons To Occupy: _____

Preferred Starting Date: ____ / ____ / ____ Preferred Lease Period: _____

How did you find out about this vacancy? (please circle)

Realestate.com.au Domain.com.au pmhq.com.au Signage Other / Referral

All parties to the Residential Tenancy Agreement **MUST** produce several forms of identification to achieve 100 points as follows, **or application cannot be processed.**

| | | | |
|-----------------------|--|----------------|--------------------|
| <input type="radio"/> | Drivers Licence | 40 Points | _____ |
| <input type="radio"/> | Last 3 Rent Receipts or ledger history report | 40 Points | _____ |
| <input type="radio"/> | Photo Identification eg Membership, 18+ card | 40 Points | _____ |
| <input type="radio"/> | Passport | 40 Points | _____ |
| <input type="radio"/> | Written References from Previous agent | 20 Points | _____ |
| <input type="radio"/> | Birth Certificate | 20 Points | _____ |
| <input type="radio"/> | Current Vehicle rego certificate | 20 Points | _____ |
| <input type="radio"/> | Copy of Telephone, Electricity / Gas bill, Rates Notice showing current address | 10 points each | _____ |
| <input type="radio"/> | Others – Medicare, key cards, pay slips, NRMA | 5 points each | _____ |
| | | | TOTAL _____ |

**THIS APPLICATION WILL BE CHECKED BY T.I.C.A. Australia
(Tenancy Information Centre of Australia)**

In accordance with Section 18n (1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers, employers and references named in this application. I understand that this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Signatures, Authority & Confirmation

I / we authorise the landlords and/or the landlord's agent to: -

- Check with any parties named on this document as to my suitability as a tenant
- Request and receive from any tenancy reporting service or from any Real Estate Agent information regarding my previous tenancies
- Report any details of the tenancy to any Tenancy Recording Services as the Agent/owner deems necessary, including breaches of the tenancy agreement or positive references

I / we confirm the following: -

- During my inspection of this property I found it to be in a reasonably clean condition and good repair.
Yes No (Please circle)
- If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.
- _____
- _____

I / we, apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I / we undertake to pay the following **BY DIRECT DEPOSIT OR BANK CHEQUE ONLY** prior to the tenancy commencing

| | |
|---|-----------------|
| First two weeks rent | \$ |
| Rental Bond (4 weeks rent) | \$ |
| Total | \$ _____ |
| Less Reservation fee if already paid (1 weeks rent) | \$ _____ |
| Amount payable on signing Tenancy Agreement | \$ _____ |

by way of **EFT or BANK CHEQUE** made payable before signing the Residential Tenancy Agreement.

Please note: PERSONAL CHEQUES OR CASH are not accepted at any time during this tenancy.

I / we have read and understand the Reservation Fee and Acknowledgment of Reservation Conditions section of the application and understand that the reservation fee is non refundable if I decide not to proceed with the lease.

NOTICE: If you dispute part or all of the amount specified in this statement, and if you have been unable to resolve the dispute, you may apply to the Consumer, Trader and Tenancy Tribunal for a determination of the matter. Legal Action to recover the amount specified in this statement cannot commence until 28 days after it has been served on you.

Name / s: _____

Signature/s: _____
Applicant 1 Applicant 2

Owner/Agent: _____ **Date:** _____

Personal Information:

Surname: _____ Given Names: _____

Address: _____

Home Phone: _____ Work Phone: _____ Mobile Ph: _____

Email Home: _____ Email Work: _____

Tenancy Information:

No Of Persons To Occupy Premises: _____ (including all adults and all children)

Names of Adult Occupants: _____

Names & Ages of Child/ren Occupants: _____

Do you have any Pets to house at the premises?: _____ How many? _____

If yes – please provide: Type of pet & Breed _____ Internal or External pet _____

No. of Cars / Boats / Other: _____ Rego No/s. _____

Current Agent / Landlord: _____ Property Manager: _____

Rent paid: \$ _____ per week Lease Commenced: _____ Expired: _____

Phone: _____ Fax: _____ Email: _____

Why are you leaving?: _____

Have you given notice to vacate? _____ If so, when are you vacating: _____

Previous Agent / Landlord: _____ Property Manager: _____

Address of Property previously leased: _____

Rent paid: \$ _____ per week Lease Commenced: _____ Expired: _____

Phone: _____ Fax: _____ Email: _____

Why did you leave?: _____

Was your full bond refunded in full?: _____ If no, why not? _____

Ownership details: If you have not leased a property previously, and/or have recently sold your home:

Selling Agent: _____ Sales Consultant: _____

Phone: _____ Fax: _____ Email: _____

Home owned outright _____ If No: Mortgaged at \$ _____ per week /fortnight /month

Property Settlement estimate date: _____ Why are you leaving?: _____

Emergency Contact Person (Not other applicants)

Name: _____ Relationship to you: _____

Address: _____

Email: _____ Mobile: _____ Home Phone: _____

Employment History

Current Employer: _____ Position Held: _____

Contact Name: _____ Phone: _____

Full Time / Part Time or Casual: *(please circle)* Nett (take home) Weekly Wage: _____

Pay Slips Provided: Yes / No *(please circle)* Gross Yearly Salary: \$ _____ per annum

Period Employed: Commenced: _____ Finishing up (if relocating): _____

Previous Employer: _____ Position Held: _____

Contact Name: _____ Phone: _____

Full Time / Part Time or Casual: *(please circle)* Nett (take home) Weekly Wage: _____

Pay Slips Provided: Yes / No *(please circle)* Gross Yearly Salary: \$ _____ per annum

Period Employed: Commenced: _____ Concluded: _____

References: (not related to you, or previously listed as Employment References)

Personal Reference 1: _____ Phone Number: _____

Relationship: _____ How Long Known: _____ Occupation: _____

Personal Reference 2: _____ Phone Number: _____

Relationship: _____ How Long Known: _____ Occupation: _____

Credit Reference 1: _____ Contact Person: _____

Account details: _____ Phone Number: _____

Credit Reference 2: _____ Contact Person: _____

Account details: _____ Phone Number: _____

** Note: - Credit references can be copies of credit card statements, accounts held with Myer / David Jones, AGC Credit Line, Bank Statements, Phone bills or Electricity bills. This relates to showing your good credit rating, please provide copies with this application.*

RESERVATION FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS - It is hereby acknowledged:

That the Applicant has paid a Reservation Fee of \$..... equivalent to seven days rent to reserve the premises in favour of the Applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent). The premises will be reserved for the Applicant for a period of days. That during this period, the premises will not be reserved for any other Applicant, nor will a Reservation Fee be received from any other Applicant. That should the Landlord decline the application the Reservation Fee will be refunded to the Applicant in full. That should the Landlord accept this application the Reservation Fee will be paid towards the rent for the premises. That should the Applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the Applicant on a pro-rata basis. That the Reservation Fee will be banked into a Trust Account & any refund given will be by way of a Trust Account cheque.

The Landlord of the premises acknowledges receipt of the above Application and the accompanying Reservation Fee and agrees: To reserve the premises for the period and in accordance with the conditions above stated. To notify the Applicant within the reservation period whether or not the Applicant has been approved. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises. The Landlord of the premises, acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

I/We _____ understand and agree to the above terms and conditions.

_____ (Tenants) _____ (Owner/Agent)