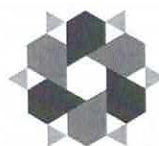


RESIDENTIAL TENANCY APPLICATION FORM



My Place
Real Estate

Property Address

Total number of occupants Adults Children Weekly Rent \$

Preferred lease term ☐ 6 months ☐ 12 months Agreement Type ☐ Fixed term ☐ Periodic

Applicant 1 Full Legal Name B.O.D Relationship to Applicant 1

Applicant 2

Applicant 3

All Other Occupants

Pets Breed/Type Age Council Registration #

Total number of cars to be kept at the property Are all cars registered? ☒ Yes ☐ No

Any other vehicles ☐ Boat ☐ Trailer ☐ Motorbike ☐ Caravan/Camper ☐ Other

BEFORE SUBMITTING YOUR APPLICATION – PLEASE READ THIS!

Your application **will not** be processed unless all information has been completed in full. When submitting your application, please make sure you have all relevant documents copied and attached at the time of submission. Please mark below the supporting evidence & documentation supplied;

Provide a copy of ONE form of photo ID

A1 A2 A3

- ☐ ☐ ☐ Current Australian Driver's Licence
☐ ☐ ☐ Current Passport
☐ ☐ ☐ Current Australian Proof of Age card

Provide copies of TWO forms of other ID

- ☐ ☐ ☐ Medicare Card
☐ ☐ ☐ Bank Card
☐ ☐ ☐ Healthcare Card
☐ ☐ ☐ Pension Card
☐ ☐ ☐ Birth Certificate

Provide a copy of TWO document showing your name & address

A1 A2 A3

- ☐ ☐ ☐ Motor Vehicle Registration
☐ ☐ ☐ Utility Bill
☐ ☐ ☐ Telephone Bill
☐ ☐ ☐ Bank Statement
☐ ☐ ☐ Other

Provide a copy of ONE of the follow as proof of rental history

- ☐ ☐ ☐ Recent Tenant Ledger
☐ ☐ ☐ Current Lease Agreement
☐ ☐ ☐ Four (4) most recent rental receipts

Provide a copy of TWO of the following as proof of income

- ☐ ☐ ☐ Two (2) most recent payslips
☐ ☐ ☐ Written reference from your employer confirming your position, wages and employment duration
☐ ☐ ☐ Employment contract
☐ ☐ ☐ Bank statements for previous two (2) months
☐ ☐ ☐ If you are self-employed – a copy of your Tax Return & Business Registration for the last two (2) years
☐ ☐ ☐ If you are receiving Centrelink benefits – a copy of your payment breakdown

If your application is successful, you will be required to pay a minimum of:

Two weeks rent in advance

Security Bond (equal to four weeks rent)

Pet bond \$260 (if applicable)

All monies must be deposited into our account within 48 hours of acceptance to secure the property. Funds must be cleared in our account prior to confirming the signup appointment, in which all applicants will be required to attend.

APPLICANT 1 Given Name/s Surname
Any other name(s) you're known by D.O.B
Mobile Phone Email

RENTAL HISTORY Current Address ☐ Tenant ☐ Owner

Period of Occupancy Weekly rent paid \$

Agency Address

Name of PM Phone Email

Reason for leaving

Any breach or eviction notices issued? ☐ Yes ☐ No Do you expect the bond to be refunded in full? ☐ Yes ☐ No

Provide explanation

Previous Address ☐ Tenant ☐ Owner

Period of Occupancy Weekly rent paid \$

Agency Address

Name of PM Phone Email

Reason for leaving

Any breach or eviction notices issued? ☐ Yes ☐ No Do you expect the bond to be refunded in full? ☐ Yes ☐ No

Provide explanation

PROOF OF INCOME Current Occupation ☐ Full Time ☐ Part Time ☐ Casual

Weekly wages \$ Average hours worked per week Period of employment

Employer Address

Supervisor's Name Phone Email

If employed less than 12 months, please provide previous employer details

Previous Occupation ☐ Full Time ☐ Part Time ☐ Casual

Weekly wages \$ Average hours worked per week Period of employment

Employer Address

Supervisor's Name Phone Email

Student Name of Education provider Course/Qualification

Year commenced Length of Course Are you receiving Gov. Assistance? ☐

Centrelink Benefit Type Payment \$ Payment commencement

PERSONAL REFERENCES - not including relatives

Name Phone Relationship

Name Phone Relationship

BACKGROUND QUESTIONS

Have you ever: ☐ Yes ☐ No Been bankrupt

☐ Yes ☐ No Wilfully or intentionally refused to pay rent when due?

☐ Yes ☐ No Been evicted from a property?

☐ Yes ☐ No Been convicted of a crime? If yes, provide details

APPLICANT 2 Given Name/s

Surname

Any other name(s) you're known by

D.O.B

Mobile

Phone

Email

RENTAL HISTORY

Current Address

☐ Tenant ☐ Owner

Period of Occupancy

Weekly rent paid \$

Agency

Address

Name of PM

Phone

Email

Reason for leaving

Any breach or eviction notices issued? ☐ Yes ☐ NoDo you expect the bond to be refunded in full? ☐ Yes ☐ No

Provide explanation

Previous Address☐ Tenant ☐ Owner

Period of Occupancy

Weekly rent paid \$

Agency

Address

Name of PM

Phone

Email

Reason for leaving

Any breach or eviction notices issued? ☐ Yes ☐ NoDo you expect the bond to be refunded in full? ☐ Yes ☐ No

Provide explanation

PROOF OF INCOME Current Occupation☐ Full Time ☐ Part Time ☐ Casual

Weekly wages \$

Average hours worked per week

Period of employment

Employer

Address

Supervisor's Name

Phone

Email

If employed less than 12 months, please provide previous employer details

Previous Occupation☐ Full Time ☐ Part Time ☐ Casual

Weekly wages \$

Average hours worked per week

Period of employment

Employer

Address

Supervisor's Name

Phone

Email

Student Name of Education provider

Course/Qualification

Year commenced

Length of Course

Are you receiving Gov. Assistance? ☐**Centrelink** Benefit Type

Payment \$

Payment commencement

PERSONAL REFERENCES - not including relatives

Name

Phone

Relationship

Name

Phone

Relationship

BACKGROUND QUESTIONSHave you ever: ☐ Yes ☐ No Been bankrupt☐ Yes ☐ No Wilfully or intentionally refused to pay rent when due?☐ Yes ☐ No Been evicted from a property?☐ Yes ☐ No Been convicted of a crime? If yes, provide details

APPLICANT 3 Given Name/s

Surname

Any other name(s) you're known by

D.O.B

Mobile

Phone

Email

RENTAL HISTORY

Current Address

☐ Tenant ☐ Owner

Period of Occupancy

Weekly rent paid \$

Agency

Address

Name of PM

Phone

Email

Reason for leaving

Any breach or eviction notices issued? ☐ Yes ☐ NoDo you expect the bond to be refunded in full? ☐ Yes ☐ No

Provide explanation

Previous Address☐ Tenant ☐ Owner

Period of Occupancy

Weekly rent paid \$

Agency

Address

Name of PM

Phone

Email

Reason for leaving

Any breach or eviction notices issued? ☐ Yes ☐ NoDo you expect the bond to be refunded in full? ☐ Yes ☐ No

Provide explanation

PROOF OF INCOME Current Occupation☐ Full Time ☐ Part Time ☐ Casual

Weekly wages \$

Average hours worked per week

Period of employment

Employer

Address

Supervisor's Name

Phone

Email

If employed less than 12 months, please provide previous employer details

Previous Occupation☐ Full Time ☐ Part Time ☐ Casual

Weekly wages \$

Average hours worked per week

Period of employment

Employer

Address

Supervisor's Name

Phone

Email

Student Name of Education provider

Course/Qualification

Year commenced

Length of Course

Are you receiving Gov. Assistance? ☐**Centrelink** Benefit Type

Payment \$

Payment commencement

PERSONAL REFERENCES - not including relatives

Name

Phone

Relationship

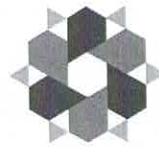
Name

Phone

Relationship

BACKGROUND QUESTIONSHave you ever: ☐ Yes ☐ No Been bankrupt☐ Yes ☐ No Wilfully or intentionally refused to pay rent when due?☐ Yes ☐ No Been evicted from a property?☐ Yes ☐ No Been convicted of a crime? If yes, provide details

PRIVACY DISCLAIMER & DECLARATION



My Place
Real Estate

PROPERTY ADDRESS

APPLICANT/S

I/We have inspected the above mentioned property and wish to take on the tenancy for a period of from at a rental of \$ per week. The rent to be paid is within my/our means and I/We agree to take on the property in the same condition in which it was inspected.

I/We the applicant declare that I am over the age of 18 year, am not bankrupt and the information provided is true, correct and supplied at my own free will. I/We understand that you as an agent for the lessor have collected this information for the specific purpose of verifying information provided, to identify, to process and determine if I/We, the applicant will be a suitable tenant for the property. I understand that you as the agent will collect, use and disclose personal information in accordance with the Australian Privacy Principles and the Privacy Act 1988. Permission is hereby given to the agent to carry out at his/her discretion, any reference checks he/she considers necessary before allowing me/us to enter into a tenancy agreement. These may include credit references, employment details, previous rental history, database agency checks, personal references and any other searches which may verify the information provided by me/us.

I/We acknowledge that personal Information collected in this application may be disclosed for the purpose for which it was collected to other parties including landlords and their advisors, referees, other agents and third-party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed. If the applicant would like to access the personal information the agent holds, they can do so by contacting our office. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the agent may not be able to process the application and manage the tenancy. I/We understand that the agent is not obliged to disclose or supply any reason for the rejection of this application.

Applicant 1

Signature

Date

Applicant 2

Signature

Date

Applicant 3

Signature

Date

