



APPLICATION FOR RESIDENTIAL TENANCY

PERSONAL DETAILS

Name in Full:

Surname: _____ Given Names: _____ DOB __/__/__

Contact Details:

Phone: _____ Work: _____ Mobile: _____ Fax: _____

Work email: _____ Private email: _____

Have you been known by any other name? Yes/No

If yes, what other name have you been known by? _____

Drivers Licence No: _____ Passport: _____ Country _____

ADDRESS DETAILS

Present address: _____ Own/ Rent/Sold _____

Name of Agent/Owner: _____ Weekly rent: _____

Are we able to contact your current Landlord?: _____ Phone: _____

Period of Occupancy: _____ Reason for leaving: _____

Previous address: _____ Own/Rent/Sold _____

Name of Agent/Owner: _____ Weekly rent: _____

Address of Agent/Owner: _____ Phone: _____

Period of Occupancy: _____ Reason for leaving: _____

VEHICLE DETAILS

Make of vehicle: _____ Vehicle Model: _____ Registration: _____

How many vehicles will be housed at the property including your own? _____

DEPENDANTS

Do you have any dependants? Yes/No If so, how many _____

Name of dependants other than applicant/s who will be residing at the property:

Name: _____ Age: __ DOB __/__/__ Relationship to applicant _____

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Name: _____ Age: __ DOB __/__/__ Relationship to applicant _____

WORK/EMPLOYMENT HISTORY

Are you employed? Yes/No _____ Can we contract your employer to verify details? Yes/No _____
If employed on what terms /Fulltime/Casual/Part-time/Contract/Other _____

Occupation: _____ Weekly Income: _____ Period of Employment _____

Employer: _____ Phone: _____ Contact Person: _____

Employer's address: _____

Previous Employment: On what terms? Fulltime/Casual/Part-time/Contract/Other: _____

Occupation: _____ Weekly Income: _____ Period of Employment _____

Employer: _____ Phone: _____ Contact Person: _____

Employer's address: _____

SELF EMPLOYED

How long have you been self-employed? _____ Business Name: _____

How long has the What is the breed of your pet/s? _____ What is the age of your pet?

Have you ever rented a property with your pet before? Yes/No If yes, which property? _____

Have you ever had complaints regarding your pet Yes/No If yes, give details? _____

Do you have a reference for your pet? Yes/No **If yes, please supply.**

IF STUDENT

If you are a student, what university, or school do you attend? _____

Student Identification Number: _____ Are you an overseas student? Yes/No

Visa Expiry Date: _____ Who is responsible for your rental payments? _____

If person other than you is responsible for your rental payments please provide full details: _____

PET DETAILS

Do you own a pet? Yes/No if yes will the pet be staying with you at the property? Yes/No

How many pets do you have? _____ What type of pet do you have _____

What is the breed of your pet/s? _____ What is the age of your pet? _____

Have you ever rented a property with your pet before? Yes/No If yes, which property? _____

Have you ever had complaints regarding your pet Yes/No If yes, give details? _____

Do you have a reference for your pet? Yes/No **If yes, please supply.**

PERSONAL REFERENCES

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

NAME OF RELATIVE OR OTHER PERSON TO CONTACT IN EMERGENCY

Name: _____ Address: _____ Relationship: _____

Phone: _____ Mobile _____ Email _____

Name: _____ Address: _____ Relationship: _____

Phone: _____ Mobile _____ Email _____

NAMES OF OTHER APPLICANTS APPLYING FOR THIS PROPERTY (separate form required)

Name: _____ Relationship to Applicant: _____
Name: _____ Relationship to Applicant: _____
Name: _____ Relationship to Applicant: _____
Name: _____ Relationship to Applicant: _____

CAUTIONS PROVIDED TO THE PRIVACY ACT 1993

In terms of the Privacy Act 1993 you are given notice that:

REQUEST INFORMATION: This application asks you to provide personal information;

PURPOSE OF COLLECTION: The information on this form is required so that the landlord is better able to assess whether you are the best applicant on merit for the tenancy

RECIPIENT OF INFORMATION: This information is provided by you by (insert office name) and;

SIGHT INFORMATION: I/We advise you that you have the right to see the information I/we hold about you and to correct that information in accordance with the Privacy Act 1993.

RELEVANT CREDIT/ TENANT DATA BASES – TENANCY HISTORY CHECK

Part A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided or missing information could jeopardise your application.
2. The completion of the application does not constitute an offer of acceptance for the property you are applying for.
3. Any information provided with your application and this form may be passed onto relevant Credit/Tenancy Checking agencies for verification and/or in the event of a default occurring.

Part B

- 1.a) has any Landlord or agent ever evicted you? Yes/No If yes please give details: _____
b) Has any Landlord or agent ever refused you another property? Yes/No If yes please give details: _____
c) Are you in debt to another Landlord or agent? Yes/No If yes please give details: _____
d) Is there any reason known to you that would affect your capacity to pay rent?
Yes/No If yes please give details: _____
e) Where any deductions made from your rental bond at your last address?
Yes/No If yes please give details: _____
2. I hereby authorise you as the agent to conduct an enquiry with any relevant Credit/Tenant Information databases to verify the information provided by me

APPLICANT'S DECLARATION

Applicant's Declaration: I (name) _____ the applicant do solemnly and sincerely declare that I am over 18 years of age and affirm that the above information is true and correct.

I have inspected the above mentioned premises _____ (property address) and wish to take tenancy of such premises for a period of (tenancy term) _____ from ___/___/___ at a rental of \$ _____ per week and that the rental to be paid is within my means. I also undertake to pay a Rental Bond of \$ _____ upon signing by me of the tenancy agreement.

Signed: _____

Date: _____

In the presence of _____

Signature: _____