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## APPLICATION FOR TENANCY

PROPERTY ADDRESS: \_\_\_\_\_ RENT PER WEEK: \_\_\_\_\_

LEASE TERM PREFERRED:       Three Months       Six Months       Twelve Months

### PERSONAL DETAILS

Full Name of Applicant: \_\_\_\_\_

(One form for each person applying to reside at the property)

Contact Phone No: (H) \_\_\_\_\_ (M) \_\_\_\_\_ (W) \_\_\_\_\_

Date of birth: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_

Total number of persons to reside at the premises:      Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Emergency Contact (not residing with you): \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

### EMPLOYMENT & INCOME DETAILS

Current Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Workplace address: \_\_\_\_\_

Workplace phone number: \_\_\_\_\_ Casual/Full-time/Part-time: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Weekly Net Income: \$ \_\_\_\_\_

Other Income/Benefits Received: \_\_\_\_\_ Weekly Net Amount: \$ \_\_\_\_\_

Proof of all income will be required along with application.

PETS YES / NO If yes – number \_\_\_\_\_ Type: \_\_\_\_\_ Indoors/Outdoors

### RENTAL HISTORY & REFERENCES

Present Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Weekly Rent Paid: \$ \_\_\_\_\_

Agent/Landlord Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address 1: \_\_\_\_\_ Weekly Rent Paid: \$ \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Agent/Landlord Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Bond refunded in full: YES / NO If not please state the reason: \_\_\_\_\_

Previous Address 2: \_\_\_\_\_ Weekly Rent Paid: \$ \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Agent/Landlord Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Bond refunded in full: YES / NO If not please state the reason: \_\_\_\_\_

Additional References – Credit, Character or Rental (**Must not be family or friends**)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Length of time known: \_\_\_\_\_

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## APPLICATION FOR TENANCY cont.

I inspected the inside of the above property on (date) \_\_\_\_\_.

I agree that the rent is \$\_\_\_\_\_ per week and I agree that I will be required to pay two weeks rent in advance and the rental bond (four weeks rent) of \$\_\_\_\_\_ and a lease preparation fee of \$15 (GST inclusive). The total amount I am required to pay upon commencement of the lease is \$\_\_\_\_\_.

Has your tenancy ever been terminated by a Landlord or Agent? If yes, please state the reasons: \_\_\_\_\_

\_\_\_\_\_

Are you in debt to another Landlord or Agent? If yes, please state the reasons: \_\_\_\_\_

\_\_\_\_\_

Have any deductions ever been made from your rental bond? If yes, please state the reasons: \_\_\_\_\_

\_\_\_\_\_

In order to process this application all questions must be answered fully. The completion of this application form is not an acceptance.

I declare that all the information contained in the 4 pages of this application is true and correct and that the information is provided of my own free will. I acknowledge that the Landlord/Agent will rely on the truth of the answers I provide. I further authorise the Landlord/Agent to contact any of the referees or references I have supplied and hereby authorise those persons to provide Peter Mylonas Property Solutions with details as required. I acknowledge that this application is subject to the owner's approval and the current tenant giving vacant possession.

I authorise the agent to access and check any information that may be listed on me on the TICA Default Tenancy Database and any other tenancy database which may be available. I authorise the agent to photocopy the information supplied by me for their records.

I agree and understand that in the event of this application being approved, the agent may report any defaults that may occur to the TICA Default Tenancy Database and any other database which may be available. I understand that in the even of a default being reported to TICA Default Tenancy Database or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

**I understand that in the event of this application being approved a holding deposit of one weeks rent must be paid to the agent to secure the property. If the Residential Tenancy Agreement is not executed on the allocated date, I will forfeit all holding deposit monies.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FAILURE TO COMPLETE YOUR APPLICATION IN FULL MAY RESULT  
IN YOUR APPLICATION NOT BEING PROCESSED**

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**100 POINT IDENTIFICATION**

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. **Should you have difficulties in providing this identification please advise us prior to completing your application.**

DRIVERS LICENCE	30 POINTS*
PASSPORT	30 POINTS*
PROOF OF AGE CARD	30 POINTS*
BIRTH/MARRIAGE CERTIFICATE	30 POINTS*
PENSION/BENEFIT CARD	30 POINTS*
MEDICARE CARD	30 POINTS*
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD <b>STATEMENTS</b>	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS

**NOTE:** Please submit 100 points from the above list, you must provide at least one of the items marked with “ \* “

**OFFICE USE:**

Property Inspected                       ID     Pay Advise Received

Employment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous Rental References \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Landlord comments/approval \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other: \_\_\_\_\_

Lease Term:  3 months     6 months     12 months    Pets: \_\_\_\_\_  
 Names on Lease: \_\_\_\_\_ Rent per week: \_\_\_\_\_  
 Lease Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

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### PRIVACY ACT ACKNOWLEDGEMENT

In accordance with the Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of the Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to an Agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company, other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I, the said applicant, declare that I give my permission to the Agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an enquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such a breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 22 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST. **Further, I acknowledge that I have read and understood the four pages of this Tenancy Application.**

**Applicant Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_