

Property Address/ Type of Property _____

1st Applicant

Current Address

Full Name:		Date of Birth / /
Maiden Name/Other Names:		
Current Address:		
Home Phone:		Mobile Phone:
Work Phone:		Email Address:
Period Rented:	Years Months	Lease Expiry / /
Name of Owner or Agent:		Rent Paid \$ p/week
Phone No:		Fax
Why are you leaving this address?		

Previous Address

Previous Address:		
Period Rented:	Years Months	Date Vacated / /
Name of Owner or Agent:		Rent Paid \$ p/week
Phone No:		Fax:
Why did you leave this address?		
Was bond refunded? Y/N	If not, why	

Income Details

Employer's Name OR Income Details:		
Employer's Address:		
Contact Name:		Phone No:
Length of Employment:	Occupation:	Net Income \$ p/w
Do you have sufficient funds for the following	BOND - 4 weeks rent Yes / No	2 Weeks rent in advance Yes / No
Account Name - Bank -		BSB - Account -

Personal References

4 Required (NOT RELATIVES/FAMILY)

Contact Name	Phone No.	Relationship
1.	Mobile Home	
2.	Mobile Home	
3.	Mobile Home	
4.	Mobile Home	

APPLICATION FOR TENANCY

2nd Applicant

Current Address

Full Name:		Date of Birth	/	/
Maiden Name and/or Other Names:				
Current Address:				
Home Phone:		Mobile Phone:		
Work Phone:		Email Address:		
Period Rented:	Years	Lease Expiry		/ /
	Months			
Name of Owner or Agent:			Rent Paid \$ p/week	
Phone No:			Fax:	
Why are you leaving this address?				

Previous Address

Previous Address:				
Period Rented:	Years	Date Vacated		/ /
	Months			
Name of Owner or Agent :			Rent Paid \$ p/week	
Phone No:			Fax:	
Why did you leave this address?				
Was bond refunded Y/N	If not, why			

Income Details

Employer's Name OR Income Details:				
Employer's Address:				
Contact Name:			Phone No:	
Length of Employment:	Occupation:		Net Income \$ p/w	
Account Name -			BSB -	
Bank -			Account -	

Personal References

4 Required (NOT RELATIVES/FAMILY)

Contact Name	Phone No.	Relationship
1.	Mobile Home	
2.	Mobile Home	
3.	Mobile Home	
4.	Mobile Home	

Names of ALL other people (including children) wishing to occupy

APPLICATION FOR TENANCY

Full Name:	Date of Birth: / /
Full Name:	Date of Birth: / /
Full Name:	Date of Birth: / /
Full Name:	Date of Birth: / /
Full Name:	Date of Birth: / /
Full Name:	Date of Birth: / /

Pets Owned

Type of Animal: Breed: Male/Female	De-sexed Yes/No Registered Yes/No
Type of Animal: Breed: Male/Female	De-sexed Yes/No Registered Yes/No
Type of Animal: Breed: Male/Female	De-sexed Yes/No Registered Yes/No
Will pets be kept outside at all times? Yes/No	

Other Information

Do you currently have any other applications with other agents	YES/NO
Do you intend to run a commercial enterprise from this property	YES/NO
Have you ever been evicted by any lessor or agent	YES/NO
If yes, please provide details	
Are you in debt to another lessor or agent?	YES/NO
If yes, please provide details	

Vehicle/s to be housed at the property

Type:	Owner:	Rego:
Type:	Owner:	Rego:

Emergency Contact for Applicant 1 (Not living at the same address)

Name:	Relationship:
Address:	Home Phone:
	Mobile:
Email:	

Emergency Contact for Applicant 2 (Not living at the same address)

Name:	Relationship:
Address:	Home Phone:
	Mobile:
Email:	

APPLICATION FOR TENANCY

PRIVACY

DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your referees or any other relevant source. We will also check whether any details of tenancy defaults by you are held on any tenancy reference database to which we have access. Your consent in collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord insurers. We may also send personal information about you to the owner of any other properties at your request.

You have the right to access personal information that we hold about you by contacting the Principal in writing. Applications remain the property of First National Real Estate Atherton and will not be returned to any applicant/applicants.

If you do not sign the consent form below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be declined.

I/We the Applicant/s acknowledge that I/We have read the Privacy Disclosure Statement above and I/We authorise the agency to collect information about me/us from:

- Any previous letting agents and/or landlords;
- My personal referees;
- Employers; and
- Any tenancy reference database which may contain personal information about me.

I/We also authorise the agency to disclose details about any defaults by me/us under the tenancy to which this application relates to any tenancy database to which the agency subscribes or has access to.

I/We authorise the agent to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia.

I/We authorise the agency to refer my details to any arranger of, any agent or prospective purchaser:

- If the property is or becomes for sale
- Insurance services (for contents insurance & other insurance products) and
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc.)and
- Any other Statutory Body

TERMS OF APPLICATION:

I/we undertake to pay the **BOND** (Equal to 4 weeks rent) plus the **FIRST TWO WEEKS RENT** by cash/cheque or direct deposit within 24 hours of my/our acceptance of the property also upon my/our viewing and accepting the special conditions applicable to the Tenancy.

BOND TRANSFERS ARE NOT ACCEPTED.

I agree and understand that in the event of this application being rejected there is **no requirement for the agent to disclose to me any reason for such rejection.** I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.

I do solemnly and sincerely declare that the information provided by me is true and correct and has been willingly supplied to assist in the assessment of my application. And there are no other circumstances or information that I have not supplied to the agent; that had they known of would have led them to decline my application.

By signing below you acknowledge you have read and agree to the *PRIVACY DISCLOSURE STATEMENT* and *TERMS OF APPLICATION*.

Applicants Signature _____ Date ___/___/___

Applicants Signature _____ Date ___/___/___

APPLICATION FOR TENANCY CHECKLIST

- Ensure you supplied YOUR CONTACT PHONE number
- Contacted your references to let them know we will be calling
- Provide PROOF OF INCOME – pay slips, bank statement etc. **(photocopying charges apply)**
- Fully completed the application
- Read the Privacy Disclosure Statement & Terms of Application
- Ensure you have SIGNED & DATED the application
- IDENTIFICATION – 100 points required per applicant **(photocopying charges apply)**

	POINTS	APPLICANT	
		1	2
		Passport (Australian Resident)	70
Passport (Non-Australian Resident)	70		
Current Driver's Licence - with Photo	40		
Proof Of Age Card - with Photo	40		
Tertiary Education Photo ID	40		
Current Vehicle Registration	30		
Latest Phone, Electricity, Gas, Rates (With Current Address)	25		
Birth Certificate	25		
Current Agent Rent History Ledger/Record	25		
Medicare Card	25		
Citizenship Certificate	25		
Debit/Credit Card	25		