

Residential Tenancy | Application Form

IMPORTANT NOTE: Upon application approval; if the tenant/s agree/s to the terms and conditions offered - the tenant/s will pay two weeks rent (applied to part bond) and have all parties sign the lease agreement within 48 hours of approval.

Personal Details			
Applicants Full Name:			
Date of Birth:			
Mobile Number			
Home Phone:			
Email Address:			
Full name of next of Kin:		Contact number:	
What is your current residential address			
Address:			
Rental Property:	Y/N	Homeowner:	Y/N
Period of Occupancy:			Current Rent:
<i>If property leased</i>			
Real Estate Agency:			
Contact Phone:			
Contact Email:			
Rental Property Details you are applying for			
Property Address			
Rent per week:			
Commencement Date:			
Lease Term:			
Number of Occupants:			
Number of Pets:			
Breed and Age:			
<i>Attach photo and pet application</i>			

Employment Details			
Employment/Income Details (please circle and indicate below) – Part Time/Full Time/ Contractor/Casual/Not Employed/ Self-employed/Student./ Other _____			
Occupation		Nett Income p/w:	
Company Name:			
Contact Name & Position:			
Contact Phone		Contact Email:	

Student	
Name of University/Tafe/College/Other:	
Student ID Number (attach copy):	

Self Employed			
Name of Business:			
Accountant Name:			
Contact Phone:		Contact Email:	

Any debts/loans currently owing:	
	(please list weekly payments below if applicable)
1 Vehicle Loan	\$
2 Personal Loan	\$
3 Credit Card	\$
4 Any other Loans	\$

Occupancy Details			
Provide details on your previous residential address of residence (before your current address)			
Address:			
Rental Property:	Y/N	Homeowner:	Y/N
Period of Occupancy:			
<i>If property leased</i>			
Real Estate Agency:			
Contact Phone:			
Contact Email:			

Additional Information			
Are you a smoker?	Y/N		
Names of Occupants/Dependants:	1	2	3
1 st Personal Ref Name:		Contact Phone:	
2 nd Personal Ref Name:		Contact Phone:	

Privacy Consent

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement. I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance. I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)* I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff) I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement plus pest control and water charging. I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor). I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency. I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property. I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy. **By signing this form, I have read and understood clearly all of the information outlined above.**

Name: **Signature:** **Date:**
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Declaration

I, the applicant, hereby offer to lease the property from the owner under a lease to be prepared by Gabrielle Trickey Properties. Should this application be approved, I acknowledge that I will be required to pay the following amounts within 48 hours of approval: The value of two weeks rent in advance (this will be applied to part bond). Residential Bond of a total of four weeks rent/or if the property is over the value of \$701 then six weeks will be requested. I declare that I have inspected the property and would like to offer:

\$..... Rent Per Week

\$..... Rent In Advance

\$..... Bond Required

Total amount \$.....

I acknowledge that this application is subject to the approval of the owner. I acknowledge that my details will be used to search databases (TICA and RP Data) to obtain relevant information about my residential rental/ownership history.

I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the property and I am satisfied with the current condition and cleanliness of the property.

Lease agreement sighted - I acknowledge that I have read and understood all terms and conditions of the RTA Form 18a lease agreement.

Name: **Signature:** **Date:**

Checklist

Before submitting your application, please make sure you have completed the following:

- ✓ Inspected the property
- ✓ Sighted a blank copy of a general lease agreement
- ✓ Completed the application in full, including providing copies of the 100 points of identification and included fax or email addresses for all contacts
- ✓ Read and signed the privacy disclosure statement and privacy consent

Proof of Income

You are required to supply proof of income upon submission of your application.

Employed: Last TWO payslips

Self Employed: Bank Statements, Group Certificate, Tax Return and/or Accountants letter

Income from Centrelink: Centrelink Statement

Identification Check

You are required to meet at 100 point identification criterion upon submission of your application. Please tick the identifying documents you have provided with your application.

At least one form of Photo Identification MUST be provided.

50 Points

- Passport
- Birth Certificate
- Citizenship Certificate

30 Points

- Australian Driver's License
- Student Photo ID
- Department of Veterans Affairs Card
- Proof of Age Card
- State/Federal Government Photo ID
- Centre link Card

20 Points

- Medicare Card
- Council Rates Notice
- Motor Vehicle Registration
- Telephone bill
- Electricity Bill
- Gas bill
- Tenancy History Ledger
- Bank Statement
- Credit Card Statement
- Rental Bond Receipt
- Bank Statement
- Last FOUR Rent Receipts
- Proof of Pay
- Previous Tenancy Agreement

"Thank you for submitting your residential tenancy application with Gabrielle Trickey Properties. If you have any queries in relation to the application or application process please do not hesitate to contact the office on 07 3162 7808 and we will be able to assist you with the procedure. Each applicant must submit an individual form."