

Tenancy Application Form



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YASS NSW 2582

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Address of Rental Property

How many People will occupy the property?

--

Adults Children Ages

PERSONAL DETAILS

Please provide your personal details

Mr.....Ms.....Mrs.....Miss.....Other.....

Your Full Name

--

Date of Birth

Country of Birth

--	--

❖ *If you are not an Australian citizen please provide your proof of residency documents*

Please provide your contact details

Home Phone No

Mobile Phone No

--	--

Work Phone No

Fax No

--	--

Email Address

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What is your current address?

--

--

Postcode:

How long have you lived at your current address?

--	--

Years

Months

Why are you leaving this address?

--

Name of Agent/Landlord

--

Phone Number

Fax Number

--	--

Email Address

Weekly Rent Paid

--	--

What was your previous residential address?

Post code

How long did you live at this address?

--	--

Years

Months

Agent/Landlord details of the property (If Applicable)

Name of Agent/Landlord

--

Phone Number

Fax Number

--	--

Weekly rent paid

--

Please provide your employment details

What is your occupation?

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Employers Name - Inc. accountant if self employed or institution if a student

--

Employers Address

--

Postcode

--

Contact Name, Position and Phone Number

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Length of Employment Net Weekly Income

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Please attach most recent proof of income.

Three (3) payslips attached Yes No **OR**
Centrelink Statement Attached Yes No

❖ *If you are moving to the area for new employment please attach your letter of offer and provide details of a contact person below.*

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REFERENCES

Please provide two personal references

These must be different from your employment references and not family members

Full Name

--

Relationship to you

Phone Number

--	--

Full Name

--

Relationship to you

Phone Number

--	--

❖ To help us to process your application faster please let your references know to expect our call.

Car Registration/s

Please provide details of any pets

Breed/Type & Council Registration No

PAYMENT DETAILS

Property Rent per week

\$

First payment of rent in advance 2 weeks rent

\$

Rental Bond (4 weeks rent)

\$

Total

\$

If your application is successful upon signing your lease this is the amount payable. **This must be via direct debit (2 business days before), Cheque or Cash.**

RENTAL HISTORY

**Has your tenancy ever been terminated by an agent or landlord?*

YES/NO If yes, Why? _____

** Have you ever been refused a property by an agent or landlord?*

YES/NO. If yes, Why? _____

** Have and deductions ever been made from your bond?*

YES/NO If yes, Why? _____

** Are you in debt to an agent or landlord?*

YES/NO If yes, Why? _____

**Is there any reason known to you that would affect your rent payments*

YES/NO If yes, Why? _____

PERSONAL IDENTIFICATION

Please provide a total of 100 points of identification from the following list. **At least one for of photo ID must be provided. Other documents must have your current residential address listed.**

Provide 1 Primary:

- Drivers License 70 Points
- Passport 70 Points
- Proof of age card 70 Points

Provide 2 Secondary:

- Vehicle Registration 15 Points
- Telephone Account 15 Points
- Electricity Account 15 Points
- Gas Account 15 Points
- Bank/Credit card Statement 15 Points
- Pension Card 15 Points
- Healthcare/Medicare card 15 Points
- Birth Certificate 15 Points

Copy received by agent: Signature _____

If your application is successful what is your preferred commencement date?

What is your preferred length of lease?

DECLARATION

I hereby offer to rent the above-mentioned property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the total amount as specified in the **Payment Details section** before gaining access to the property.

I acknowledge that the application is subject to the approval of the owner. I declare that all information contained in this application **including the reverse side** is true and correct and given of my own free will. **I declare that I have inspected the property and accept it in its current condition.**

I authorize the Agent to obtain personal information from:

1. The owner or the Agent of my current or previous residence.
2. My referees and employer/s.
3. Any record, listing or database of defaults by tenants.
4. TICA default tenancy database.

If I default under a rental agreement, I agree that the Agent may disclose details of any such defaults to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

1. Communicate with the owner and select a tenant
2. Prepare lease/tenancy documents
3. Allow trades people or equivalent organizations to contact me.
4. Lodge/claim/transfer to and from the Residential Tenancies Bond Authority
5. Refer to the Tribunals/courts & statutory Authorities (where applicable).
6. Refer to collection agencies/Lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent may not be able to process my application.

Signature

Date

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- ❖ **This application will not be processed if it is incomplete or information is incorrect.**
- ❖ **All adult occupants (whose names are to appear on the lease) must submit a separate application form.**
- ❖ **Once an application has been processed it will be taken to the landlord who has final approval of applicants.**