

# Application for Tenancy

**PLEASE NOTE – This Application will not be processed unless it is completed correctly with copies of ALL supporting documents attached.**

## PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

- You will need to make your own enquiries as to the availability of NBN or any other service/s you require.
- If you are approved, you will be required to pay a Bond equivalent to four (4) weeks rent, and the first two (2) weeks rent prior to moving in.
- You are required to attend a sign-up appointment within 48 hours of approval to sign the Lease documentation.
- All information contained in the marketing material is considered correct at the time of advertising. Whilst every care is taken in the preparation of the marketing, Property Only will not be held liable for any error in typing or information.
- If you have any questions or concerns, please contact us prior to applying.

## APPLICANT'S CHECKLIST

Before I submit this application, I have:

- ☐ Attached photocopies of supporting documents (see below)
- ☐ Inspected the property both internally and externally
- ☐ Completed all details in full on the application form
- ☐ Provided all contact details and documentation for confirmation of income source
- ☐ Read and signed the Privacy Disclosure Statement

## SUPPORTING DOCUMENTATION

When submitting an application you must include AT LEAST ONE (1) item from each section per applicant.  
All ID must be current.

### Section One

Australian Driver's License  
Proof of Age Card  
Passport

### Section Two

Last 3 Payslips  
If new job—Letter of employment confirming salary  
Centrelink Income Statement

### Section Three

Bank Statement  
Utilities or Phone Invoice  
Motor vehicle registration

## PROPERTY ADDRESS YOU ARE APPLYING FOR

Preference 1
Preference 2

## TENANCY REQUIREMENTS

Length of Tenancy	<div style="height: 20px; width: 100%;"></div> <div style="text-align: right; font-size: 8px;">Months</div>	Rent	<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">\$</span> <div style="flex-grow: 1; border-bottom: 1px solid black; height: 20px;"></div> </div> <div style="text-align: right; font-size: 8px;">per week</div>	Lease start date	<div style="height: 20px; width: 100%;"></div>
-------------------	---	------	--	------------------	--

Names of other applicants, their age and relationship to you (spouse, partner, friend etc)


Names & age of children (if any)

No. of pets (including breed & age)

Are you or any of your dependents a smoker?

☐ Yes
 ☐ No
 ☐ Yes, outside only

## APPLICANT DETAILS

First Name	Last Name	Email	
Phone	Mobile	DOB	
Licence No	State of Issue	Passport No.	Country of Issue
No. of vehicles	Vehicle Rego	Any trailers, caravans or boats?	

## EMERGENCY CONTACT DETAILS

Please provide an emergency contact not living with you (eg Next of Kin)

Name	Relationship to you	Phone
Address		

## CURRENT ADDRESS DETAILS

Property Address			
Period of Occupancy	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Board <input type="checkbox"/> Other (specify)		
Agent/Landlord	Phone	Email	
Reason for Leaving		Rent/Mortgage \$	per week

## PREVIOUS ADDRESS DETAILS

Property Address			
Period of Occupancy	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Board <input type="checkbox"/> Other (specify)		
Agent/Landlord	Phone	Email	
Reason for Leaving		Rent/Mortgage \$	per week

## CURRENT EMPLOYMENT

Type	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed <input type="checkbox"/> Student					
Employer/Business Name			Length of Employment			
Payroll Contact Name						
Phone			Email			
If Self-Employed, Accountant's Name					Phone	

## CENTRELINK BENEFITS

Payment Type	\$	per fortnight
--------------	----	---------------

1. I agree to provide proof of income as part of this application such as recent income verification payslips (minimum of 3), accountant letter or Centrelink Statement.
2. 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.
3. I consent to the use of email or fax before the tenancy commences and during the tenancy (if the applicant is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed appointment time. (If you do not agree to the use of email or fax, please cross this term out and initial the paragraph plus insert the date).
4. I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why.
5. 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 (bond or rent are taken).
6. I understand that I will be required to pay a full bond of 4 weeks rent plus 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).
7. I provide consent for the Agency as part of the application processing to contact all necessary people (such as referees, other agents, tenancy database) to verify the application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.
8. I consent to my information being passed on during the tenancy (should it commence) to other third parties such as the lessor, tradespeople/contractors, salespeople, body corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

**By signing this form, I have read and understood clearly all the information outlined above.**

**NAME OF APPLICANT:** \_\_\_\_\_

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

*We will endeavour to exceed your expectations by processing the application within 1 - 2 business days.*

*This will depend on named referee availability and lessor response.*

*We shall be in contact as soon as we can to advise you of the application outcome.*

*If you have any queries regarding this application, please contact the property manager.*