

## Application for Tenancy

<b>Leasing Consultant:</b>			
<b>Property Address:</b>			
<b>Rent:</b>	\$ _____ pw / pm	<b>Bond:</b>	\$ _____
<b>Lease Period:</b>	_____ months	<b>Commencement Date:</b>	___ / ___ / ___
<b>No. of Occupants:</b>		<b>Pets:</b>	

<b>Full Name:</b>			Sex: M / F	DOB: ___ / ___ / ___
<b>Identification:</b>	<b>Passport No.:</b> _____	<b>Drivers Lic No.:</b> _____		
	<b>Car Rego:</b> _____			
<b>Contact Numbers:</b>	<b>Home:</b> _____	<b>Mobile:</b> _____		
	<b>Email:</b> _____			

<b>Current Address:</b>			
<b>Period of Occupancy:</b>		<b>Rent Paid:</b>	\$ _____ per week
<b>Reason for Leaving:</b>			
<b>Current Owner/Agent</b>		<b>Phone number</b>	

<b>Previous Address:</b>			
<b>Period of Occupancy:</b>		<b>Rent Paid</b>	\$ _____ per week
<b>Was the bond refunded in full?:</b>			
<b>Current Owner/Agent</b>		<b>Phone number</b>	

<b>Occupation:</b>			
<b>Employer:</b>		<b>Salary:</b>	\$ _____
<b>Address:</b>		<b>Phone:</b>	
<b>Period of Employment</b>			

If less than 12 months:

<b>Previous Employer:</b>		<b>Phone:</b>	
<b>If self employed please provide;</b>	<b>Accountant Name:</b>	<b>Phone:</b>	

<b>Personal References:</b>	<b>Name:</b>	<b>Ph:</b>	<b>Relationship:</b>
(no relatives)	1.		
	2.		

### Person to Contact in Case of Emergency:

<b>Name:</b>		<b>Phone:</b>	
<b>Address:</b>			

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**Requests must be noted on application or will not be considered by the owner.**

**Application Fee Terms & Conditions**

I, the Applicant, acknowledge that;

1. I have paid an application fee of \$\_\_\_\_\_ equivalent to seven days rent as an expression of my interest in entering into a Residential Tenancy Agreement for the property.
2. Should the Owner decline my application, the above application fee will be refunded to me in full in the form of a Trust Account Cheque or transferred to my bank account;
3. Should I decide not to proceed, the number of days from when I paid the application fee will be calculated and will be multiplied by the daily rent, and forfeited to the owner from the above application fee;
4. If the Owner approves my application, the above application fee will, on completion of the lease, be credited towards payment of rent and / or rental bond.
5. I will make no claim or demand on nor commence litigation against the Owner or the Owner's Real Estate Agent should the premises be found to be unavailable due to the occupation by another person.
6. The tenant acknowledges that due to his/her own circumstances they were unable to inspect the property prior to applying for the property. The applicant hereby acknowledges that they accept the property in the condition as described by the agent prior to making the application. **(STRIKE OUT IF YOU HAVE VIEWED THE PROPERTY)**

**Collection Notice – Privacy Act**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and / or Landlord.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and / or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting our agency in writing or fax 02 8072 6831.

**I hereby acknowledge and accept the terms and conditions contained herein.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

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## Completing your tenancy application form

It is essential that each person over eighteen years who will reside in the property completes a Tenancy Application form, even if the resident will not be on the lease. The prospective tenant's children need not be included.

**We require the following information to be supplied prior to processing an application:**

- Proposed Start Date of lease, length of lease and rental amount
- Number of occupants  
(Each Occupant over 18 years of age must complete a Tenancy Application Form)
- Ages of Children (if any)
- Pets (type, age, references, if any)
- Evidence of applicant's income (Pay slip, Group certificate, Accountant Reference)
- Rental references
- Any comments or alteration/addition requests (refer to Property Inspection section)
- Copy of Identification – Passport, Driver's Licence or Student Identification Card
- At least two references from previous Lessors or Agents, copies or previous rental receipts and rental history report
- Proof of last residential address – Telstra Account, Electricity Account, Council Rates etc

**Please return this application along with your supporting documents to [ellouise@etpm.com.au](mailto:ellouise@etpm.com.au)**