



TENANCY APPLICATION FORM

Should there be more than one applicant a separate application form should be completed for each applicant.

ATTACHED INFORMATION REQUIRED.

Driver's License Passport Medicare Card Bank statement Last payment advices

PREMISES

Address of premises applied for

APPLICANT DETAILS

Full name	Date of birth	
Present address		
Phone: Work	Phone: Home	Mobile
Email		
Vehicle registration No.	Driver's License No.	
Passport No.	Expiry Date	

PERSONAL REFERENCES

Referee 1 - Name		
Phone: Work	Mobile	Email
Referee 2 - Name		
Phone: Work	Mobile	Email

EMPLOYMENT HISTORY

Occupation of Applicant	Date Commenced	
Employer's name		
Employer's address	Mobile	
Phone: work	Email	
Previous employer's name		
Previous employer's address		
Phone: work	Mobile	Email
Period of employment	To	

EMERGENCY CONTACT – in case of an emergency, name of friend or relative

Name		
Address		
Phone:Work	Phone:Home	Mobile
Email		

TENANCY HISTORY

Name of present Landlord / Agent		
Phone: Work	Mobile	Email
How long at present address	Current rent paid \$	
Name of previous Landlord / Agent		
Phone: Work	Mobile	Email
Address of previous Premises rented		

OCCUPANT(S) DETAILS

Number of persons who will occupy premises:		
Adults	Children	Ages of Children
Pets	If YES, Number and type:	
Smoker		

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant _____ Date _____

DETAILS OF RENTAL

Rent \$	Per	
Commencing from	for a period of	months / weeks
Residential Tenancy Agreement		
Residential Tenancy Agreement to be signed on	at	am/pm

Initial payment must be made in cash or bank/building society/credit union or money order. Personal cheques will not be accepted.

APPLICATION

1. The Applicant hereby apply for approval by the owner of the Premises to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by owner's Real Estate Agent and request that pending consideration of my application, the Premises be in my favour.

RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Applicant for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Reservation Fee of \$_____ equivalent to _____ days rent to reserve the premises in favour of the Applicant for a period of _____ days from _____ to (The reservation fee is calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent).
2. The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the Residential Premises concerned during the reservation period, the whole of the fee will be refunded.
4. If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the Premises were not leased or otherwise occupied during the period they were reserved, the landlord may retrain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent)but is required to refund the remainder (if any) of the fee.
6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential Premises concerned.

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm and that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of _____ months at a rental of \$ _____ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We, Anthony John Portelli
Trading as A J Portelli Property

The Real Estate Agent, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- ! to reserve the Premises for the period and in accordance with the conditions above stated,
- !! to notify the applicant within the reservation period whether or not the application has been approved,
- !!! and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or corrected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluated the application and to manage the tenancy. Personal information collected about the Applicant in this 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 references 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 falls to comply with their obligations under that 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 the Agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not proved, the Agent may not be able to process the application and manage the tenancy.

Applicant's Signature _____ **Date** _____

Real Estate Agent's Signature _____ **Date** _____

Note: A copy of this document shall immediately after signing be delivered to the applicant for retention.

OFFICE USE ONLY

References checked by
Employment
Present Landlord/Agent
Previous Finalised Credit
Bank
References
Note