

TENANCY APPLICATION FORM

ALL APPLICATIONS MUST BE FULLY COMPLETED WITH PHOTOCOPIED IDENTIFICATION AND REFERENCES ATTACHED. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

SUPPORTING DOCUMENTS REQUIRED – IF APPLICABLE

- Copy of current passport (Visa required if not Australian Resident) or copy of driver's licence
- Medicare / Medibank
- Bank Card / Utility Bill
- 2 x most recent payslips / Most recent 3 month bank statement / Most recent income confirmation
- Tenant Ledger / Reference Letter
- If Student – copy of passport, visa, bank statement and course enrolment

NOTE:

***References provided will be verified.**

***One form per person over 18 years, only children age/s and name/s needed to be provided**

PROPERTY DETAILS

Address of property:			
Rent per week:			
I would like to apply for:		months;	Starting on:
Number of Applicants: Adults:	Children:	Age:	
Children name/s:			
Pet: Y / N	Type:	Age:	Kg:
Have you inspected the property? Y / N		Date Inspected:	

PERSONAL DETAILS

Given Names:			
Surname:		Date Of Birth:	/ /
Contact Details: Home:			
Mobile:			
Work:			
Email:			
Car Make and Registration No.			

CURRENT ADDRESS

Current Address:	
Rent:	
Name of Current Agent/Landlord:	
Agent/Landlord's Phone:	Email:
How long at the address:	
Names on lease:	
Reason for leaving the current address:	

PREVIOUS ADDRESS

Previous Address:	
Rent:	
Name of Previous Agent/Landlord:	
Agent/Landlord's Phone:	Email:
How long at the address:	
Names on lease:	
Reason for leaving:	

EMPLOYMENT DETAILS

Company Name:	Full Time / Part Time / Casual
Company Address:	
Position Held:	Salary:
Name of Contact person:	
Phone:	Email:

PREVIOUS EMPLOYMENT DETAILS

Company Name:	Full Time / Part Time / Casual
Company Address:	
Position Held:	Salary:
Name of Contact person:	
Phone:	Email:

STUDENT INFORMATION: (IF APPLICABLE)

Name of Institute:	
Course Name:	Course Length:
Parent's Name:	
Tel:	Mobile:
Parent's Address:	
Course Coordinators Name:	Campus No.:
Income Support:	

Emergency Contact 1: (Not living with you - Relative)

Full Name:	Relationship:
Full Address:	
Tel:	Email:

Emergency Contact 2: (Not living with you - Friend or Colleague)

Full Name:	Relationship:
Full Address:	
Tel:	Email:

I DECLARE THE ABOVE INFORMATION TO BE TRUE AND CONSENT TO PERSONAL INFORMATION BEING CONFIRMED

SIGNATURE OF APPLICANT

Date

HOLDING FEES

Residential Tenancies Act 2010 No 42

Current version for 3rd January 2014 (Accessed 27th Feb 2014) Part 3 Division 1 Section 24
24 Holding fees

(1) A person must not require or receive from a tenant a holding fee unless:

(a) the tenant's application for tenancy of the residential premises has been approved by the landlord, and

(b) the fee does not exceed 1 week's rent of the residential premises (based on the rent under the proposed residential tenancy agreement).

Note. A tenant is defined in this Act as including a prospective tenant.

(2) A person who receives a holding fee must give the tenant a written receipt setting out the following:

(a) the amount paid and the date on which it was paid,

(b) the address of the residential premises,

(c) the names of the landlord and the tenant.

(3) If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(4) A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

(5) Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.

(6) If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Landlord/Landlord representative to collect information about me from:

(a) My Previous letting Agents and/or Landlords;

(b) My personal referees;

(c) Any Tenancy Default Database, which may contain personal information about me. I also authorize the Landlord/Landlord's representative to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA) and/or National Tenancy Database (NTD) and/or Trading Reference Australia Pty Ltd (TRA). I authorize the Landlord/Landlord representative to disclose the personal information it collects about me to any third parties – valuers, contractors, salespeople, insurance companies, body corporate, other agents and tenancy default databases.

DECLARATION

I acknowledge that the application to lease this property is subject to the Landlord's approval and the availability of the due date. No action will be taken against the Landlord/Landlord's representative if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the due date for whatever reason. I declare that I am over the age of 18 years, that rental payments are within my means. I have inspected the premises and am not bankrupt or an undischarged bankrupt.

Full Name: _____

Signature: _____

Date: _____

NOTICE: Section 42A

If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.