

# APPLICATION FOR TENANCY

<b>1. ADDRESS OF PREMISES APPLIED FOR</b>		Date Inspected
<b>2. APPLICANT ONE</b>		
<b>PERSONAL DETAILS</b>		
Title: Mr Mrs Miss Ms Other	Date of birth	
Full name		
Present address		
Phone work	Mobile	
Fax work	E-mail	
Drivers licence No.	Vehicle registration No.	
Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? Yes No. If Yes, date application was made		
<b>TENANCY HISTORY</b>		
Name of present Landlord/Agent		
Phone work	Mobile	E-mail
Length of time at present address	years/months	current rent \$ per week/month
Reason for vacating		
Address of previous premises rented		
Name of previous Landlord/Agent		
Phone work	Mobile	E-mail
Length of time at previous address	years/months	previous rent \$ per week/month
Reason for vacating		
<b>EMPLOYMENT HISTORY</b>		
Occupation of applicant		Date commenced employment
Employer's name		Employer's address
Phone work	Mobile	E-mail
<b>3. APPLICANT TWO</b>		
<b>PERSONAL DETAILS</b>		
Title: Mr Mrs Miss Ms Other	Date of birth	
Full name		
Present address		
Phone work	Mobile	
Fax work	E-mail	
Drivers licence No.	Vehicle registration No.	
Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? Yes No. If Yes, date application was made		
<b>TENANCY HISTORY</b>		
Name of present Landlord/Agent		
Phone work	Mobile	E-mail
Length of time at present address	years/months	previous rent \$ per week/month
Reason for vacating		
Address of previous premises rented		
Name of previous Landlord/Agent		
Phone work	Mobile	E-mail
Length of time at previous address	years/months	Current rent \$ per week/month
Reason for vacating		
<b>EMPLOYMENT HISTORY</b>		
Occupation of applicant		Date commenced employment
Employer's name		Employer's address
Phone work	Mobile	E-mail

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## 4. TENANCY AGREEMENT DETAILS-PLEASE COMPLETE

How many people to live at the property? (adults children ages of children )

Do you have pets? yes no. If yes, number and type

When would you like to move in? Mon Tue Wed Thu Fri Sat / /

How long should the agreement be? 26 weeks or 52 weeks

Weekly rent: \$

I/We, the Applicant/s, hereby apply for approval by the owner of the Premises referred 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 the owner's Real Estate Agent. I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy for such premises. Note: Initial payment must be made in cash or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.

### NOTICE TO PROSPECTIVE TENANTS-AVAILABILITY OF SERVICES

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services) are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

### HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of equivalent to 7 days rent to hold the Premises in favour of the Applicant for a period of 7 days from the date of approval.

1. If the Applicant 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.
2. 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.
3. 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.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

### PRIVACY POLICY

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 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 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 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 provided, the Agent may not be able to process the application and manage the tenancy.

Note: The applicant acknowledges and consents to the Agent verifying employment and tenant history references

### DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION (Please note, all documents must be submitted for all applicants in order for the application to be processed)

- Driver's license or passport or ID card
- Current bank statement
- Last 3 pay slips or a centrelink income statement (if receiving government benefits)
- Tenancy ledger (if renting property) or copy of the rates notice (if own property)

Signature of applicant one	Signature of applicant two	Date
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