



APPLICATION FOR TENANCY

**READ FIRST**

Your application will **NOT** be processed unless all applicants have 100 points of ID (see page # 8)

Your application will **NOT** be processed unless all applicants have signed pages # 5, 6, 7

- \* It is important that you provide as much information as possible for your application to have to best chance of being approved.
- \* Please note that applications may take up to 2 days to process, to ensure they are processed quicker please provide direct numbers to your references & employer.
- \* We ask that you be patient during the process of your application, we would like to note that all applications are submitted to the owner/s and we cannot guarantee your application will be approved.
- \* The owner/s or Response Real Estate does not give reasons why applications are unsuccessful.
- \* You can apply for multiple properties on the 1 application however, you must put a preference.

## APPLICATION FOR TENANCY

PROPERTY ADDRESS	
PROPOSED START DATE	
PROPOSED TERM OF LEASE	

### APPLICANT 1:

FULL NAME				DATE OF BIRTH	
CURRENT ADDRESS				SINGLE/MARRIED/DIVORCED/ SEPARATED/DEFACTO	
EMAIL ADDRESS					
HOME PHONE		WORK PHONE		MOBILE	
MOTOR VEHICLE MAKE/MODEL				PLATE NUMBER.	
LICENCE CARD NUMBER: (Location: Top right if in NSW)				LICENCE NUMBER	

### APPLICANT 2:

FULL NAME				DATE OF BIRTH	
CURRENT ADDRESS				SINGLE/MARRIED/DIVORCED/ SEPARATED/DEFACTO	
EMAIL ADDRESS					
HOME PHONE		WORK PHONE		MOBILE	
MOTOR VEHICLE MAKE/MODEL				PLATE NUMBER.	
LICENCE CARD NUMBER: (Location: Top right if in NSW)				LICENCE NUMBER	

## OCCUPANTS

TOTAL NO. OF ADULTS TO BE IN OCCUPATION		TOTAL NO. OF CHILDREN TO BE IN OCCUPATION		AGES	
--	--	--	--	------	--

## PETS

DO YOU PROPOSE TO KEEP PETS AT THE PROPERTY?		YES / NO	DO YOU PROPOSE TO KEEP PETS: INDOORS OR OUTDOORS (please circle whichever is applicable)		
TYPE OF PET		BREED		AGE	
TYPE OF PET		BREED		AGE	

**OTHER ADULTS NOT TO BE LISTED ON THE LEASE, but living at the property**

NAME		DATE OF BIRTH	
PRESENT ADDRESS		PHONE	

NAME		DATE OF BIRTH	
PRESENT ADDRESS		PHONE	

### **NEXT OF KIN / EMERGENCY CONTACT**

(SOMEONE WHO WILL NOT BE LIVING AT SAME ADDRESS AS APPLICANT)

#### **APPLICANT 1**

NAME		RELATIONSHIP	
ADDRESS		PHONE	

#### **APPLICANT 2**

NAME		RELATIONSHIP	
ADDRESS		PHONE	

### **EMPLOYMENT**

(Please note that if you are self employed you **MUST** provide details for your account whom we can contact and your last 2 B.A.S statements)

#### **APPLICANT 1**

Employer		Period Of Employment:	
Contact/Supervisor		POSITION:	
Address		<b>DIRECT #</b>	
<i>(Circle whichever best describes your income)</i> Weekly NETT wage Monthly NETT wage Salary Package	\$ \$ \$	← Please provide all income details (any bonuses or commissions)	

#### **APPLICANT 2**

Employer		Period Of Employment:	
Contact/Supervisor		POSITION:	
Address		<b>DIRECT #</b>	
<i>(Circle whichever best describes your income)</i> Weekly NETT wage Monthly NETT wage Salary Package	\$ \$ \$	← Please provide all income details (any bonuses or commissions)	

### **CURRENT RESIDENCE**

(PLEASE CIRCLE) IS PRESENT HOME: RENTED / OWNED / LIVING WITH PARENTS / FRIENDS/OTHER
---

Rent currently paid per week	\$	Period of Tenancy	
Current Landlord/Agent		Phone	
		Facsimile	
Agency who sold home			
Agent's name		Phone	

### PERSONAL REFERENCES

AT LEAST 2

(PREFERABLY A RELATIVE OR A CLOSE FRIEND WHO WILL NOT BE LIVING  
AT SAME ADDRESS AS APPLICANTS AND HAS NOT BEEN PUT DOWN AS EMERGENCY CONTACT)

#### APPLICANT 1

NAME OF REFEREE	ADDRESS	PHONE (DIRECT NUMBERS)	RELATIONSHIP

#### APPLICANT 2

NAME OF REFEREE	ADDRESS	PHONE (DIRECT NUMBERS)	RELATIONSHIP

### BANKING DETAILS

If your application is approved rental payments are made by direct debt ONLY. Please provide details of which account you wish to be direct debited.

Bank	
Account Name	
BSB	
Account Number	

### DISCLAIMER/AUTHORITY

I, the said applicant, do solemnly and sincerely declare:-

1. that the information contained \_\_\_\_\_ in this application is true and correct and all the information was given of my own free will.
2. that I further authorise the letting agent to contact and conduct any inquiries or searches with regard to the information and references supplied in this application.
3. that I am over 18 years of age and eligible to enter into this agreement.
4. that I have inspected the property at \_\_\_\_\_.
5. that I have been informed, understand and agree that the rental for the aforesaid property is to be \$\_\_\_\_\_ per week and that this rental is within my means to support.
6. that I have been informed, understand and agree that the Bond for the aforesaid property will be \$\_\_\_\_\_ (4 weeks rent) and I further agree to undertake to pay the said Bond on or before signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding lodging the said Bond with the appropriate authority. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information on this tenancy application form submitted by me.
7. that I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why, or supply a reason for the rejection of this application.

**PRIVACY ACT ACKNOWLEDGEMENT**

In accordance with Section 18n(1)(b) of the Privacy Act, I authorise you to give information, to obtain information from all credit providers and references named in this application.

I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

**APPLICANT 1 NAME:** \_\_\_\_\_

**APPLICANT 2 NAME:** \_\_\_\_\_

**SIGNATURES:** X\_\_\_\_\_ X\_\_\_\_\_

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information is collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment and personal referees. As well as to tradespeople, owners' corporations, Government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases ad to third parties as required or authorised by Law. Information already held on tenancy reference databases may also be disclosed to us. If the tenant fails to comply with their obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, we may not be able to process the application and manage the tenancy.

If the Principal would like to access this information, they can do so by contacting the Agent directly. The Principal can also correct this information if it is inaccurate, incomplete or out-of-date.

X \_\_\_\_\_  
Applicant 1 Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Applicant 2 Signature

\_\_\_\_\_  
Date

## **SUPPORTING DOCUMENTS**

ALL applicants MUST provide a minimum of 100 points of identification  
OR YOUR APPLICATION WILL NOT BE PROCESSED.

### **COMPULSORY DOCUMENTS**

DRIVERS LICENCE	40 Points
PROOF OF INCOME (copy of latest payslip)	20 Points
BANK STATEMENT	10 Points

### **OTHER DOCUMENTS**

PASSPORT	50 Points
PHOTO ID	30 Points
MOTOR VEHICLE REGISTRATION PAPERS	10 Points
UTILITY ACCOUNT (Council rates, water rates, gas)	10 Points
COPY OF BIRTH OR MARRIAGE CERTIFICATE	10 Points
PENSION CARD MEDICARE CARD CREDIT CARD	10 Points each

