

TENANCY APPLICATION

THANK YOU FOR YOUR APPLICATION. THE FOLLOWING INFORMATION AND CHECKLIST WILL ASSIST YOU TO COMPLETE THE TENANCY APPLICATION SO THAT IT CAN BE PROCESSED AS QUICKLY AS POSSIBLE. APPLICATIONS THAT ARE NOT COMPLETE AND DO NOT INCLUDE THE FOLLOWING DETAILS WILL NOT BE PROCESSED.

- Proof of your current income – i.e. your most recent payslip or if you are self-employed, please provide your accountants details or a copy of your latest tax assessment.
- Form of identification, including at least one of the following – driver's licence, passport or photo I.D.
- A rental reference from your present/previous Landlord or Agent – If your rental reference is an Agent, you should be able to obtain a rental ledger from them, please attach where possible. If your rental reference is a private landlord, you must provide proof of tenancy i.e. a copy of the tenancy agreement and your private landlord's contact details or a written reference.
- If you are a current home owner and have never rented before, proof of ownership must be provided i.e. a copy of your rates notice.
- If you are in the Defence, copy of your Defence I.D.

The property will remain on the market until a lease has been signed and bond have been received.

If your application is successful:

You will be asked to sign a lease within 24 hours, or at another time agreed by both parties.

At the time of the sign up you must also present your bond. Before receiving the keys for the property, 2 weeks rent must be paid. If you are paying upon signing the tenancy agreement it must be in the form of cheque, money order or cash. If you are paying by bank transfer we require cleared funds by the move in date.

If your application is not successful, you will be notified by phone or email.

Have you applied for any other properties or intend to? Y/N

DATE AND TIME SUBMITTED:

Date: ____/____/____

Time: _____am/pm

RENTAL PROPERTY DETAILS (that you are applying for):

Address: _____ Suburb _____

Date that you viewed the property: ___/___/_____ Length of lease required: _____

Move in date: ___/___/_____ Is this date flexible? Y/N Rental Amount: \$_____ per week

How did you find out about this property? _____

APPLICANT DETAILS:

How many people will occupy the premises? _____ Please insert details in the box below:

NAME	AGE	RELATIONSHIP TO OTHER LEASE HOLDERS

APPLICANT 1:

First Name/s: _____ Surname: _____

Date of birth: ___/___/_____ Email address: _____

Mobile: _____ Home: _____ Work: _____

Preferred method of contact: _____

RENTAL HISTORY – Please start with your most recent address:

ADDRESS	DATES	RENTAL AMOUNT	LANDLORD/ AGENTS NAME AND CONTACT NUMBER:

EMPLOYMENT DETAILS:

Employer: _____ Current Occupation: _____

Duration of employment: _____ Gross salary per week: \$_____

Reference contact name: _____ Reference contact number: _____

APPLICANT 2:

First Name/s: _____ Surname: _____

Date of birth: ___/___/_____ Email address: _____

Mobile: _____ Home: _____ Work: _____

Preferred method of contact: _____

RENTAL HISTORY – Please start with your most recent address:

ADDRESS	DATES	RENTAL AMOUNT	LANDLORD/ AGENTS NAME AND CONTACT NUMBER:

EMPLOYMENT DETAILS:

Employer: _____ Current Occupation: _____

Duration of employment: _____ Gross salary per week: \$_____

Reference contact name: _____ Reference contact number: _____

APPLICANT 3:

First Name/s: _____ Surname: _____

Date of birth: ___/___/_____ Email address: _____

Mobile: _____ Home: _____ Work: _____

Preferred method of contact: _____

RENTAL HISTORY – Please start with your most recent address:

ADDRESS	DATES	RENTAL AMOUNT	LANDLORD/ AGENTS NAME AND CONTACT NUMBER:

EMPLOYMENT DETAILS:

Employer: _____ Current Occupation: _____

Duration of employment: _____ Gross salary per week: \$ _____

Reference contact name: _____ Reference contact number: _____

OTHER INFORMATION:

Do you have any pets? Y/N. If yes please specify below:

Type: _____ Breed: _____ Indoor or Outdoor Pet: Indoor/Outdoor

Type: _____ Breed: _____ Indoor or Outdoor Pet: Indoor/Outdoor

Do you or any of the occupants smoke? Y/N

Have you ever been served a late rent notice? Y/N Reason: _____

Have you ever been serviced an eviction notice? Y/N Reason: _____

Why are you leaving your current address? _____

DEFENCE CLAUSE:

Are you in the Defence? Y/N. the defence clause applies to all defence members and allows them to be let out of their lease with 28 days' notice should they be posted to another location. A copy of your posting order must be provided.

Once the form has been completed, please either email or fax to the numbers above.

DECLARATION:

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent should this application be accepted by the Landlord.

I acknowledge that this application is subject to the approval of the Owner/Landlord.

I declare that all information contained in this application is true and correct and given of my own free will.

I declare I am not bankrupt.

I authorise the Agent to obtain personal and financial information from:

- (a) The Owner or the Agent of my current and previous residence.
- (b) My personal references and employers
- (c) Any record, listing or database of defaults by tenants and credit defaults

If I default under a rental agreement, the agent may disclose details of such a default to: a tenancy default database,

I authorise the Landlord/Agent to disclose my personal information in order to

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organizations /trades people to contact me
- (d) Refer to collection agents/lawyers (where applicable in the future)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

APPLICANT 1

Sign: _____ Print: _____ Date: __/__/__

APPLICANT 2

Sign: _____ Print: _____ Date: __/__/__

APPLICANT 3

Sign: _____ Print: _____ Date: __/__/__

RENTAL REFERENCE:

To: _____ Email: _____ Date: ___/___/___ Time: ___am/pm

We have received an application from: _____

Property rented: _____

Period rented; _____

Authorisation by applicants:

Applicant Sign (1): _____ Print:

Applicant Sign (2): _____ Print:

Applicant Sign (3): _____ Print:

If you could please complete the following:

Were the above applicant/s listed as lessee/s: Yes / No

Did the tenants have a good rental payment history? Yes / No

Comments: _____

What rental was paid at the above property? \$_____ per week

Were the periodic inspections of a satisfactory standard? Yes / No

Comments: _____

Were there any Remedy Notices issued to the tenants? Yes / No

Comments: _____

Were the tenants easy to deal with? Yes / No

Comments: _____

Are the tenants breaking their lease? Yes / No

If the final inspection has been completed, was it of a satisfactory standard? Yes / No

Comments: _____

Will the tenants receive a full Bond Refund?

Yes / No

Comments: _____

Would you rent to this tenant again?

Yes / No

Any additional comments that you think may be helpful? __

PLEASE ALSO ATTACH A RENTAL LEDGER.

Thank you for your assistance.

Kindly email this back to me at jessica@northpropertynt.com.au or fax back on 08 8941 1399.