



## Residential Tenancy Application Form

Proposed Property Address: \_\_\_\_\_ Rent p/w: \$ \_\_\_\_\_

Length Of Tenancy:  6 Months (26wks)  12 months (52wks)  Other: \_\_\_\_\_ Commencing: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Family/last Name: \_\_\_\_\_ Previous family/last name (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_ 18+ Card No.: \_\_\_\_\_

Drivers License No.: \_\_\_\_\_ State: \_\_\_\_\_ Vehicle Rego. No.: \_\_\_\_\_ State: \_\_\_\_\_

No. of cars/bikes to be park on premise: \_\_\_\_\_ Car/s  Bike's 

Make, Model and Colour: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Medicare No.: \_\_\_\_\_

Are you or any of the dependents residing with you, smokers?  Yes  No

The properties managed by this office may be protected by the Barclay MIS Protect & Collect Plan.

Required if application successful: **48 hours after** notification, Rent (2 wks in advance) & Bond (equivalent to no less than 4 wks rent)

<b>DEFENCE CLAUSE:</b> Yes / No	<b>REGISTERED WITH TERRITORY HOUSING:</b> Yes / No
<b>WILL YOU BE PROPOSING TO RUN A BUSINESS FROM THE PROPERTY?</b> Yes / No	
If 'Yes', please provide the following details on a separate piece of paper: What is the nature of the business? Do you have the relevant Insurance coverage? Do you have the relevant Government approval?	
<b>PLEASE NOTE: if the relevant documentation is not provided at application stage, then Landlord has NOT given permission for the above COMPANY OR BUSINESS LEASE:</b> (Confirmation letter to be provided on business letterhead, from person who will be signing the Lease). Yes / No	
<b>Note:</b> please fill in 'Company or Business Lease' Form attached, if Yes has been circled.	

**\*\*\*\*Before any application will be considered, you must achieve a minimum of 100 points**

Type of I.D.	No. of Points	Attached
Copy Of Rates Notice (if owned property) or Rent Ledger from current managing agent *must supply one	20	Points Value__
PROOF OF INCOME: A) Last 2 payslips. B) If self-employed- current bank statement; accountant contact details; previous tax return. C) If on Centrelink benefits, statement required and a copy of the Health Care Card.	15	Points Value__
Driver's License	30	Points Value__
Photo I.D. (18+ card)	30	Points Value__
Passport / Birth Certificate / Name change Certificate	30	Points Value__
Current car/bike registration papers	15	Points Value__
Copy of phone, electricity and/or gas accounts	15 each	Points Value__
Medicare Card, Bank Card/Statement, Credit Card, Private Health Care Card	15	Points Value__

**Employment Details** - NB: Weekly rent represents \_\_\_\_\_ % of your total income.

If you are employed are you    Full Time     Part Time     Casual     Contract

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email \_\_\_\_\_ Ph Number: \_\_\_\_\_

How long have you worked there: \_\_\_\_\_ Nett Weekly Income (excl. over time): \$ \_\_\_\_\_

If employed less than 6 months please provide previous employer: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Position held: \_\_\_\_\_

**If you are self-employed**

Registered name of business: \_\_\_\_\_ ABN: \_\_\_\_\_

Address: \_\_\_\_\_ Type of business: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Personal Nett Income p/week: \$ \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone number: \_\_\_\_\_

Length of time in business: \_\_\_\_\_ List one major creditor: \_\_\_\_\_

If you are a student are you     Full Time     Part Time

Are you an overseas student     Yes     No    If yes visa expiry date is : \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of learning institution: \_\_\_\_\_ Department: \_\_\_\_\_

Student union number: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Income Source: \_\_\_\_\_ Contact: \_\_\_\_\_ Nett Wkly income: \_\_\_\_\_

If you receive a Centrelink payment total amount received weekly (total payments): \$ \_\_\_\_\_

Type Of Payment: \_\_\_\_\_ CRN Number: \_\_\_\_\_ Copy Of Card Attached

**Your Rental History**

Current Agent/Landlord: \_\_\_\_\_ Email: \_\_\_\_\_

Address of rented property: \_\_\_\_\_ Date vacated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Period of tenancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Was the bond refunded in full  Yes  No    If no why: \_\_\_\_\_

Previous Agent/Landlord: \_\_\_\_\_ Ph/Email: \_\_\_\_\_

Address of rented property: \_\_\_\_\_ Date vacated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Period of tenancy: \_\_\_\_\_ Agents Email: \_\_\_\_\_

Was the bond refunded in full  Yes  No    If no why: \_\_\_\_\_

**Emergency Contact (not residing with you)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

References

Please complete all 5 references requested below, please do not use the same contact twice and do not use the same person as your emergency contact. Your 5 references should include, parent or guardian, family members not living with you, personal friends (must be Australian residents) and if self-employed at least one established trade or business reference.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Known for: \_\_\_\_\_ years/months

Hm Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Known for: \_\_\_\_\_ years/months

Hm Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Known for: \_\_\_\_\_ years/months

Hm Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Relationship: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Known for: \_\_\_\_\_ years/months

Hm Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Relationship: \_\_\_\_\_

Will dependents reside at the property?  Yes  No If yes how many: \_\_\_\_\_ please list their names and ages \_\_\_\_\_

Will there be any other persons living at the property?  Yes  No

If yes who: \_\_\_\_\_

Have they completed at Tenancy Application Form?  Yes  No

If no why? \_\_\_\_\_

Do you have any pets?  Yes  No - If yes how many and what type: \_\_\_\_\_

Do you intend to have pets residing at the property please complete a separate **'Pet Application'** form and attach herewith.

Do you own a lawnmower?  Yes  No If no how do you intend to care for the lawns? \_\_\_\_\_

**Do you require approval for a storage container (shipping container), caravan etc to be stored at the property YES/NO (need details)**

# Disclaimer / Authority

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and /or conducting any enquiries and/ or searches with regard to the information and references supplied in this application. I am also aware that copies of the 100 points ID will be kept on file with this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement. I further declare that I have inspected the property located at \_\_\_\_\_.

1. I have, of my own accord, decided that I wish to rent the aforementioned property commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_ months.
2. I have been informed, understand and agree that the rental for the said property is to be \$ \_\_\_\_\_ per week and is within my means.
3. (i) I have been informed, understand and agree that the rental for the said property is to be paid **Weekly or Fortnightly** and is to be paid before the due date **at all times**.  
(ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a **3 monthly basis** and I further warrant that I will cooperate fully to allow this inspection to be carried out.
4. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.
5. I have been informed, understand and agree that should the landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me in the performance and observance of my obligations under the Tenancy Agreement (including but not limited to : evictions, payment of rent, maintenance of the premises, making good any damage to the premises), that all and any such moneys expended by the landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc.
6. I further consent to the agent disclosing all personal information that they may hold for the purpose of:
  - listing my name with a database as a result of a tribunal order
  - enforcing a tribunal order
  - Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.

## Tenancy Database

The agent/manager may utilise any of the following residential tenancy database companies to check the tenancy history of applicants. If you wish to contact these organisations, their details are below:

Equifax's National Tenancy Database	1300 563 826	<a href="http://www.tenancydatabase.com.au">www.tenancydatabase.com.au</a>
TICA	1902 220 346	<a href="http://www.tica.com.au">www.tica.com.au</a>
RP DATA	1300 734 318	<a href="http://www.rpdata.com">www.rpdata.com</a>
BARCLAY MIS	1300 883 916	<a href="http://www.barclaymis.com.au">www.barclaymis.com.au</a>
TRA	02 9363 9244	<a href="http://www.tradingreference.com">www.tradingreference.com</a>

7. I have been informed and understand that this property may be covered by the Barclay MIS Protect & Collect Plan and in this case, I further consent to the agent supplying my personal information to Barclay MIS Protect & Collect Pty Ltd.
8. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
9. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act. Furthermore I have read, understand and accept the agents Privacy Statement.
10. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should I request them.

Applicants Full Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

