

**WHEN COMPLETING YOUR APPLICATION FOR TENANCY FORM PLEASE MAKE SURE YOU  
SUPPLY 100 POINTS OF IDENTIFICATION. APPLICATIONS WILL NOT BE PROCESSED  
WITHOUT THESE DOCUMENTS.**

1. Please ensure you have all your documents photocopied and attached to your application form, as we do not provide this service from our office.
2. All potential applicants must carry out a physical inspection of the property before submitting an application.
3. If there is more than one applicant applying for a property then a separate application form is required for each applicant.
4. All tenants are required to pay rent calendar monthly on the 1st day of every month. Rent is to be paid by electronic funds transfer via Internet banking.
5. We understand that every application has different circumstances however please do your best to provide the information requested.

Current Hand McPhee tenant	100 points
Drivers license	30 points
Proof of age card	30 points
Passport (Australian or International)	30 points
Birth certificate	30 points
Copy of bank statement	20 points
Rental ledger	20 points
Pay slips (x 3)	20 points
Medicare card	10 points
Utility accounts (phone, electricity, gas)	10 points
Self employed – reference from Accountant	10 points

**Processing an application:**

In most instances, we are able to process your application within 48 hours and advise you by telephone or email. If we are unable to contact all of your referees, this process can take longer.

If your application has been approved by the landlord or agent you will be required to pay a holding deposit of one week's rent to our office, which will secure the property.

# APPLICATION FOR TENANCY

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Should there be more than one applicant a separate application form should be completed for each applicant.

## PREMISES

Address of Premises applied for:

Address here:

Car space/garage/storeroom number

Excluding:

## APPLICANT

### PERSONAL DETAILS

Title:  Mr  Mrs  Miss  Ms  other

Date of Birth

/ /

Full name

Present address

Postcode

Phone: Work

Home

Fax: Work

Home

Email

Mobile

Vehicle registration No.

Driver's Licence No.

Passport No.

Expiry Date

/ /

Bank or Building Society

Branch

BSB

/

Account Number

### PERSONAL REFERENCES

Referee 1 - Name

Phone: Work

Mobile

Fax

Email

Referee 2 - Name

Phone: Work

Mobile

Fax

Email

### EMPLOYMENT HISTORY

Occupation of Applicant

Date commenced

/ /

Employer's name

Employer's address

Postcode

Phone: Work

Mobile

Fax

Email

Previous employer's name

Previous employer's address

Postcode

Phone: Work

Mobile

Fax

Email

Period of employment

/ /

to

/ /

### EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name

Relationship

Address

Postcode

Phone: Work

Mobile

Phone: Home

Email

### TENANCY HISTORY

Name of present Landlord/Agent

Phone: Work

Mobile

Email

Length of time at present address

Current rent paid

\$

# APPLICATION FOR TENANCY

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Name of previous Landlord/Agent	
Phone: Work	Mobile
Email	

Address of previous premises rented

	Postcode
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**OCCUPANT(S) DETAILS**

Number of persons who will occupy Premises:

Adults  Children  Ages of Children Pets  Yes  No If Yes, number and type Smoker(s)  Yes  No**Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.**Signature of Applicant  Date  /  / **DETAILS OF RENTAL**Type of Premises:  Furnished  UnfurnishedRent \$  per  calendar monthcommencing from  /  /  for a period of  months/weeks**Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.****Residential Tenancy Agreement**Residential Tenancy Agreement to be signed on  /  /  at  am/pm**INITIAL PAYMENT**

Rental Bond

**Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement.**Rent  months/weeks  days to  /  /  \$ **Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.**Sub Total \$ Less Holding Fee \$ Total \$ **Initial payment must be made in cash or bank/building society/credit union cheque or money order.****Personal cheques will not be accepted.****APPLICATION**

I, the Applicant 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.

**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  days rentto hold the Premises in favour of the Applicant for a period of  daysfrom  /  /  to  /  /  or as varied in writing.

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.

**APPLICATION FOR TENANCY**

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.

**Details of any repairs or other work to be carried out by the Landlord:**

None

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 made  /  / .

**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 for a period of**

weeks, at a rental of \$  per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the 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.

**NOTICE TO PROSPECTIVE TENANTS**

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.

**Applicant's Signature**  **Date**  /  /

**Real Estate Agent's Signature**  **Date**  /  /

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

**OFFICE  
 USE  
 ONLY**

References checked by	<input type="text"/>
Employment	<input type="text"/>
Present Landlord/Agent	<input type="text"/>
Previous Finalised Credit	<input type="text"/>
Bank	<input type="text"/>
References	<input type="text"/>
Notes	<input type="text"/>
	<input type="text"/>
	<input type="text"/>