



...for number 1 call Prestige One

Lodgement of form:
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Application for Residential Tenancy

Each applicant must submit an individual form. This application will only be processed once ALL details have been completed and all copies of supporting documents attached. Delays may occur if you fail to include all relevant information.

PROPERTY DETAILS

Form fields for Property Details: Address of Property, Lease commencement date, Lease term, Rent per week.

APPLICANT DETAILS

Form fields for Applicant Details: Given Name(s), Surname, Current Address, Length of time at current address, Own/Rent/Rent Paid, Home Phone, Work Phone, Mobile, Fax, Email, Date of Birth, Drivers Licence No, Drivers Licence State, Passport No, Passport Country.

OCCUPANCY DETAILS

Please provide name, address and age of all people, including children, who will reside at this property.

Table with 3 columns: NAME, ADDRESS, AGE. Multiple empty rows for data entry.

NAME OF RELATIVE NOT RESIDING WITH YOU (or other person to contact in case of emergency)

Given Name(s):		Surname:	
Relationship:			
Address:			
Phone:	Mobile:	Email:	

PREVIOUS ADDRESS 1

Previous Address:			
Length of time at this address: From		to	Owned: <input type="checkbox"/> Rented: <input type="checkbox"/> Rent Paid:
Name of Landlord/Agent:			Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, please specify reasons why:			

PREVIOUS ADDRESS 2 (if less than 6 months at above address)

Previous Address:			
Length of time at this address: From		to	Owned: <input type="checkbox"/> Rented: <input type="checkbox"/> Rent Paid:
Name of Landlord/Agent:			Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, please specify reasons why:			

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Trading Name:
Business Address:	
How long have you been self employed?	
Business Type:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (if current is less than 6 months)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment/Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

PETS

Number of Pets:	
Type:	Breed:
Registration No.	Council:
Type:	Breed:
Registration No.	Council:

PERSONAL DETAILS

Has any landlord/agent ever evicted you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has any landlord/agent refused you a property? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in debt to another landlord/agent? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any reason known to you that would affect your ability to pay the rent? Yes <input type="checkbox"/> No <input type="checkbox"/>
Total number of motor vehicles to be kept on property:
Other vehicles to be kept on property: Trailer <input type="checkbox"/> Caravan <input type="checkbox"/> Boat <input type="checkbox"/> Truck <input type="checkbox"/>
Are you a smoker? <input type="checkbox"/> Non-smoker? <input type="checkbox"/>

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:-

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name

Signature

Date

DECLARATION

I, the Applicant, have inspected the premises and hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:-

\$ rent per week, or \$ rent per calendar month

First payment of 2 weeks rent in advance: \$

Rental Bond (equivalent to 4 weeks rent) \$

Amount payable upon signing Tenancy Agreement: \$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK – The following identification has been photocopied and is attached to this application

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Drivers Licence		40		Medicare Card		20	
Passport		40		Bank Debit/Credit Card		20	
Birth Certificate		40		Bank Statement		20	
Other Photo ID		20		Telephone Account		20	
Current Wage Advice		30		Electricity Account		20	
Previous Tenancy Reference		20		Gas Account		20	
Previous 2 Rent Receipts		20					

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked			Previous Agent Lessor Checked		
Tenancy Database Checked			Lessor Notified – Approved		
Employment Checked			Applicant Notified		

Property Manager Name

Signature

Date