

# Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached.

## PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

## PERSONAL DETAILS

<i><b>APPLICANT 1</b></i>	<i><b>APPLICANT 2</b></i>
Name:	Name:
Current Address:	Current Address:
Mobile:	Mobile:
Work Phone:	Work Phone:
Email:	Email:
Date of Birth:	Date of Birth:
Drivers Licence No. & State:	Drivers Licence No. & State:
Passport No. & Country:	Passport No. & Country:

## NEXT OF KIN

Name:	Name:
Relationship:	Relationship:
Address:	Address:
Phone:	Phone:
Email:	Email:

## CURRENT TENANCY DETAILS

<b>APPLICANT 1</b>	<b>APPLICANT 2</b>
Length of time at current address: From	Length of time at current address: From
Rent Paid:	Rent Paid:
Reason for Leaving:	Reason for Leaving:
Name of Landlord / Agent:	Name of Landlord / Agent:
Phone:	Phone:

## PREVIOUS RENTAL HISTORY 1

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

## PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

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

## EMPLOYMENT DETAILS

<b>APPLICANT 1</b>	<b>APPLICANT 2</b>
Occupation:	Occupation:
Current Employer:	Current Employer:
Employer's Address:	Employer's Address:
Contact Name (payroll / manager):	Contact Name (payroll / manager):
Contact Number:	Contact Number:
Length of Employment: From	Length of Employment: From
Net weekly employment income:	Net weekly employment income:
Net weekly income from other sources:	Net weekly income from other sources:
Source(s) of other income:	Source(s) of other income:

**PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)**

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

**SELF EMPLOYMENT DETAILS (If applicable)**

Company Name:	Company Name:
Business Type:	Business Type:
Business Address:	Business Address:
Position Held:	Position Held:
ABN:	ABN:
Accountant Name:	Accountant Name:
Phone:	Phone:
Accountant Address:	Accountant Address:

**STUDENT INFORMATION (If applicable)**

<b>APPLICANT 1</b>	<b>APPLICANT 2</b>
Place of Study:	Place of Study:
Course Name:	Course Name:
Course Length: From                      to	Course Length: From                      to
Enrolment / Student No:	Enrolment / Student No:
Campus Contact:	Campus Contact:
Contact Number:	Contact Number:
Course Co-ordinator:	Course Co-ordinator:
Contact Number:	Contact Number:

### REFEREES

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

**Do you need us to arrange connections for you? It is an absolutely FREE service.**

Yes     No

If yes, what connection/s do you need?

- Electricity ( Origin / AGL)
- Gas
- Phone ( Optus / Telstra )
- Internet (Optus / Telstra / TPG / IInet)
- Pay TV ( Foxtel )



## 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 owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send 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 authorize 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 authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where MyConnect is requested by me to arrange for the provision of connection and disconnection services, I consent to MyConnect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to MyConnect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither MyConnect nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with MyConnect. I acknowledge that MyConnect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the MyConnect service; normal service provider fees or bonds may apply.

---

**APPLICANT 1 PRINT NAME**

---

**SIGNATURE**

---

**DATE**

---

**APPLICANT 2 PRINT NAME**

---

**SIGNATURE**

---

**DATE**



The Applicants understands that the preferred rental payment method is a set and forget Direct Debit via SimpleRent. Upon approval of the Tenancy Application you will have the option to pay the rent via easy credit card deductions or weekly direct debit from your Bank Account. **Its that Simple!**

You will also receive access to the **SimpleDiscounts** rewards program that will save you **3% to >20%** off over 22 National retailers and a host of other local businesses.

I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online.

**I acknowledge**

I acknowledge that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit.

**I acknowledge**

I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit set up \$2.20, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%).

Failed payments \$12.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary.

**I acknowledge**

I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.

**I acknowledge**

_____	_____	_____
<b>APPLICANT 1 PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
_____	_____	_____

_____	_____	_____
<b>APPLICANT 2 PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
_____	_____	_____

**OFFICE USE**

**ALL APPLICANTS MUST PROVIDE 100 POINT DOCUMENTS FOR IDENTIFICATION CHECK**

- The following identification has been photocopied and is attached to this application

<b>APPLICANT 1</b>				<b>APPLICANT 2</b>			
Item	<input checked="" type="checkbox"/>	Points	Initial		<input checked="" type="checkbox"/>	Points	Initial
<b>Category A</b>							
Drivers Licence/Passport/18+ Card	<input type="checkbox"/>	30		Drivers Licence/Passport/18+ Card	<input type="checkbox"/>	30	
Student Visa/COE for Overseas Student Only	<input type="checkbox"/>	10		Student Visa/COE for Overseas Student Only	<input type="checkbox"/>	10	
Recent 3 Months' Bank Statement	<input type="checkbox"/>	20		Recent 3 Months' Bank Statement	<input type="checkbox"/>	20	
Medicare Card/ Health Cover Card	<input type="checkbox"/>	10		Medicare Card/ Health Cover Card	<input type="checkbox"/>	10	
3 Recent Payslips	<input type="checkbox"/>	10		3 Recent Payslips	<input type="checkbox"/>	10	
Other Photo ID if applicable	<input type="checkbox"/>	10		Other Photo ID if applicable	<input type="checkbox"/>	10	
Current Tenancy Reference/ 3 Rent Receipts	<input type="checkbox"/>	20		Current Tenancy Reference/ 3 Rent Receipts	<input type="checkbox"/>	20	
Must Provide ALL items in Category A							
<b>Category B</b>							
Council Rates	<input type="checkbox"/>	10		Council Rates	<input type="checkbox"/>	10	
Car Registration	<input type="checkbox"/>	10		Car Registration	<input type="checkbox"/>	10	
Telephone Account	<input type="checkbox"/>	10		Telephone Account	<input type="checkbox"/>	10	
Electricity Account	<input type="checkbox"/>	10		Electricity Account	<input type="checkbox"/>	10	
Gas Account	<input type="checkbox"/>	10		Gas Account	<input type="checkbox"/>	10	
Must Provide At least 1 item in Category B							

<b>APPLICANT 1</b>			<b>APPLICANT 2</b>		
Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Personal Reference Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Tenancy Database Checked	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Employment Checked	<input type="checkbox"/>	
Previous Agent Lessor Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Lessor Notified - Approved	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Applicant Notified	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

PROPERTY MANAGER PRINT NAME

SIGNATURE

DATE