

APPLICATION FOR TENANCY

(To be completed by each adult applicant over the age of 18 years old)

TENANCY DETAILS		
Address of the property you are applying for:		
Lease Commencement Date:	Lease Term:	Weeks/Months
Rent: \$ per week	Bond: \$	(4 weeks rent)
APPLICANT'S DETAILS		
Name:		
Phone(H):	Phone(W):	Mobile:
Email:		Date of Birth: / /
Vehicle Rego no.:	Driver's License/18+ card No.:	
APPLICANT'S HISTORY		
Current address:		
Dates of Occupancy:	Situation: Renting/Owned/Other	Other Situation:
Landlord/Agent Details		Phone:
Rent: \$	Payment Period: Weekly/Monthly	Reason for Leaving:
Previous address:		
Dates of Occupancy:	Situation: Renting/Owned/Other	Other Situation:
Landlord/Agent Details		Phone:
Rent: \$	Payment Period: Weekly/Monthly	Reason for Leaving:
THE FOLLOWING QUESTIONS MUST BE ANSWERED		
Has your tenancy ever been terminated by a landlord or agent		
If yes give details	Yes/No	
Have you ever been refused a property by any landlord or agent		
If yes give details	Yes/No	
Are you in debit to another landlord or agent		
If yes give details	Yes/No	
Have any deductions ever been made from your rental bond		
If yes give details	Yes/No	
Is there any reason know to you that will affect your rental payments		
If yes give details	Yes/No	
Are you currently or have ever been bankrupt or insolvent		
If yes give details	Yes/No	
I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy		
		Yes/No
APPLICANT'S EMPLOYMENT (NOTE: PROOF OF INCOME/PAYSLIPS ARE TO BE ATTACHED. IF OCCUPATION IS SELF EMPLOYMENT PLEASE PROVIDE A STATEMENT OF INCOME FROM YOUR ACCOUNTANT OR TAX RETURNS)		
Current Occupation (Position):		
Employment Type: Full time/part time/ casual	Duration:	Weekly Income:
Current employer:		
Employer address:		
Contact:	Phone:	Email:
Previous Occupation (Position):		
Employment Type: Full time/part time/ casual	Duration:	Weekly Income:
Current employer:		
Employer address:		
Contact:	Phone:	Email:

APPLICATION INFORMATION CONTINUED

Student At:

Course name:	Duration:
If you receive a Centrelink payment: Yes/No <i>Proof of payment is to be attached</i>	Type of Payment:
Total of payment:	

OCCUPANTS

Number of Dependants:

Full name/s & Age of dependants to reside at the Premises:

1.	Age:	4.	Age:
2.	Age:	5.	Age:
3.	Age:	6.	Age:

Number of Smokers:

PETS

Type of animal/s:	Breed:	Age:
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EMERGENCY CONTACT *Note: required to contact you as a matter of urgency and your normal contact details are not responding*

Name:	Phone:
Address:	Mobile:
Relationship to the other applicant:	
Name:	Phone:
Address:	Mobile:
Relationship to the other applicant:	

100 POINTS OF IDENTIFICATION CHECKLIST *(each applicant must produce 100 points of I.D)*

Drivers Licence	30 POINTS	<input type="checkbox"/>	Phone, Electricity, Gas or Rates Bills	15 POINTS	<input type="checkbox"/>
Photo ID	30 POINTS	<input type="checkbox"/>	Tenancy History Ledger	15 POINTS	<input type="checkbox"/>
Passport	30 POINTS	<input type="checkbox"/>	Pension or Health Care Card	15 POINTS	<input type="checkbox"/>
Birth Certificate	30 POINTS	<input type="checkbox"/>	Medicare	15 POINTS	<input type="checkbox"/>
Last 4 Rent Receipts	30 POINTS	<input type="checkbox"/>	Other		<input type="checkbox"/>
Bank/Cr Card Statements	20 POINTS	<input type="checkbox"/>	TOTAL POINTS:		

<input type="checkbox"/>	I, THE Applicant, give my consent for the Agent to make enquires (in accordance with the Privacy Statement on the Application for Tenancy Form) to verify the information I have provided herein.
<input type="checkbox"/>	I, THE Applicant, have read and agree to the information provided in the Application for Tenancy Form & agree to be bound by the Terms of Application detailed in the Application for Tenancy Form.
<input type="checkbox"/>	I, THE Applicant, have inspected the entire property and accept it in its current condition.

Signature of applicant:	Signature of Agent:
Date:	Date:

IMPORTANT INFORMATION

- Please allow between 3 – 5 working days for your application to be processed.
- If your application is successful, a holding deposit equivalent to 1 weeks rent is to be paid within 24 hours of approval.
- If you withdraw your application, your holding deposit will not be refunded.
- Our office accepts cash (correct money only), bank Cheque, money order or direct deposit (preferred payment method)
- Please note your application will not be processed until you have completed & signed your application & provided all required documentation.
- I have been informed, understand & agree that should this application not be accepted, the agent is not required or obligated 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 database. Application will be shredded after 7 days.

TERMS OF APPLICATION - PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICATIONS & APPROVED OCCUPANTS

1. Declaration

The applicant declares:

- (1) That all the above details are true & correct
- (2) Is not bankrupt or insolvent

2. Applicant Agrees

The Applicant agrees that:

- (1) They have inspected the Premises and accept its condition.
- (2) The applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) They understand that the Landlord/Agent is not required to give an explanation to the Applicant for any application not approved.
- (5) On acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon signing of the Tenancy Agreement, pay the Bond and Rent amounts by a method acceptable to the Agent: Such payments to be cleared funds prior to occupancy.
- (6) As tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television – analogue, digital or cable) and the adequacy of existing electrical fitting with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services of electrical fittings to the Premises.

3. Holding Fee (if applicable)

- 3.1 The Applicant/s will be required to pay such a fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord/Agent and paid towards the first payment of Rent.
- 3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord/Agent.
- 3.3 If the Applicant/s have paid a Holding Fee, the Landlord/Agent must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant/s unless the Applicant/s notifies the Landlord/Agent that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- 4.1 The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and where required maintain a Privacy Policy.
 - 4.2 The Privacy Policy outlines how the agent collects and uses personal Information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by your or on your behalf.
 - 4.3 You as the Application agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:
 - (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
 - (2) (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
 - (3) tradespeople and similar contractors engaging by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
 - (4) previous managing agents and nominated Referees to confirm information provided by you; &/or
 - (5) the Landlord's insurance companies; authorized real estate personnel; courts and tribunals and other third parties as maybe required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
 - (6) TICA Default Tenancy Control Pty and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided on your application. The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debit Collection Agencies, Credit Providers and related person to contact or locate you.
 - (7) Owners Corporations
 - 4.4 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlords behalf as a result of which your application may not be acceptable to the Landlord.
 - 4.5 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
 - 4.6 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.
- 5. Notes to Applicant/s**
- 5.1 The following documents form part of this Application:
 - (1) Application for Tenancy (first & second Pages)
 - (2) Terms of Application
 - 5.2 For the purpose of service of notice, service on any one Applicant shall be deemed to be served on all Applicants.

APPLICANT'S PERSONAL INFORMATION CONSENT

I
 (PRINT NAME)

the Applicant, give my consent for ***Mid Mountains First National Real Estate*** to make enquires to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the Privacy Act 1988 (CTH) with relevant tenancy databases including databases of my previous Letting Agents.

Applicants Signature:

Date: /...../.....