

### Tenancy Application Form

Address of property applying for:

Date inspected:	Lease start date:
Intended period of lease:	Rent amount: \$
Number of occupants:    Adults:	Children:                      Age of Children:

### Personal Details

Full Name:			
Date of Birth:	Do you smoke? <b>YES / NO</b>	Inside / Outside	
Mobile:	Work:	Home:	
Email Address:			
Licence No:	Car Reg:	Passport No:	

### Living Details

Current Address:					Period of stay:
Living Status:	Own	Renting	Boarding	Living at home	Other
Current Agent/Landlord:					Contact No:
Rent/Mortgage Paid: \$					Why are you leaving?
If renting, has your tenancy been terminated by your landlord/agent? <b>YES / NO</b> <i>if yes, why?</i>					

Previous Address:					Period of stay:
Living Status:	Own	Renting	Boarding	Living at home	Other
Previous Agent/Landlord:					Contact No:
Rent/Mortgage Paid: \$					Why did you leave?
If renting, was your bond refunded in full? <b>YES / NO</b> <i>if no, why?</i>					

### General Information

Have you ever been evicted by any landlord or agent? <b>YES / NO</b> <i>if yes, what was the reason?</i>					
Do you have any outstanding monies owing to any landlord or agent?					
Have you ever been to tribunal regarding a dispute?					
Do you have pets? <b>YES / NO</b>	Type:	No:	Breed:	<b>Inside or outside</b>	

### Income/Employment

*(include all Centrelink Payments)*

Current Employer:	Student Information
Address:	<i>(if studying)</i>
Occupation:	Institution:
Contact Number:	Course Studying:
Period of Employment:	Student Number:
	Year Courses Finishes:

**Nett Income per week: \$**

<b>Status:</b> Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Casual <input type="checkbox"/>	Homemaker <input type="checkbox"/>	Student <input type="checkbox"/>	Retired <input type="checkbox"/>	Unemployed <input type="checkbox"/>
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*Is there any other information you would like to provide?***Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Personal or Business References

**List ONE (1) Relative that will not be living with you**

Name: \_\_\_\_\_ No: \_\_\_\_\_

**List ONE (1) Business Referee**

Name: \_\_\_\_\_ No: \_\_\_\_\_

**Emergency Contact – Person to be notified in an emergency**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Mobile: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

### \*\*IMPORTANT INFORMATION TO APPLICANTS\*\*

**Applications WILL NOT be processed without the following:**

- |  |  |
|--|--|
| ✓ CLEAR Photo Identification ( <i>drivers licence or passport</i> )    | ❖ Do not leave original documents                    |
| ✓ Proof of current living address ( <i>phone/electricity account</i> ) | ❖ A separate application is required from each adult |
| ✓ Proof of income  | ❖ Your signature is required on both pages           |
| ✓ Current bank statement ( <i>within the last three months</i> )       | ❖ Photocopying is 50cents per page                   |

**\*\* STATEMENT OF INGOING COSTS**

Rental Bond: 4 x weekly rental amount

Rent in Advanced: 2 x weekly rental amount

*(eftpos, personal cheques, cash and credit cards are NOT accepted)****Applications can take up to 72 hours to process, you will be notified of the outcome as soon as possible.******If you are unsuccessful, the agent is not obligated to disclose why the application was unsuccessful******If you are approved, a holding deposit of one weeks rent is to be paid within 24 hours*****I authorise the landlord's agent:**

- 1) To check with previous and current employer and landlord/agents, and the referees named as to my suitability as a tenant;
- 2) To request and receive from any tenancy recording services such as TICA (*please refer to [www.TICA.com.au](http://www.TICA.com.au) for the TICA privacy statement*), Price Finder, and from other real estate agencies information regarding my previous and current tenancies, and to report any of the tenancy to any tenancy recording services as the agent deems necessary, including breaches of the tenancy agreement or positive references.

**I acknowledge that:**

- 1) I have inspected the subject premises and accept the premises as inspected.
- 2) The information given is true and correct to the best of my knowledge.
- 3) My application is subject to the landlords approval.
- 4) My contact details will be provided to MoveMeIn
- 5) No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.
- 6) Should the landlord decide not to enter into a Residential Tenancy Agreement, the whole amount of the holding deposit will be refunded to the applicant.

**PRIVACY NOTICE:** The personal information provided Our Agency in this application, or that is collected by us from other sources such as email, fax or by third party, is necessary for us to verify your identity, to process and evaluate your application (income confirmation, current tenancy situation, references) and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and information already held on these databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of state. If our Agency finds unnecessary personal information submitted with your application, we reserve the right to destroy such without your permission, excluding original documents. If the information required from you is not provided by you, will not be able to process your application and manage your tenancy.

**I have read and agree to the above, and that the information I have given is true and correct to the best of my knowledge.**

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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