

Tenancy Application Form

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

Please provide some form of identification (e.g. Drivers licence, passport or other).

APPLICANT DETAILS

Given Name(s):	Surname:
Current Address:	
Home Ph:	Work Ph:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Full names of all other occupants:	
Full names & ages of any children:	
Number & type of pets:	

NEXT OF KIN

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

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CURRENT TENANCY DETAILS

Current Residential Address:		
Length of present Tenancy:	Rent: \$	per week
Reason for leaving:		
Do you expect the bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Present Agent:	Phone:	
Agents Address:		

PREVIOUS TENANCY DETAILS

Previous rental address:		
Length of previous tenancy: From	To	Rent: \$ per week
Previous Agent:	Phone:	
Agents address:		
Reason for leaving:		
Was the bond refunded in full:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please specify why:		

EMPLOYMENT DETAILS

Occupation:	Employer:
Employers address:	
Contact name:	Contact number:
Other; Pension type:	
Unemployment benefit:	

SELF EMPLOYMENT DETAILS

Company name:	Business type:
Business address:	
Position held:	ABN:
Accountant name:	Phone:
Accountant address:	

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STUDENT INFORMATION

Place of study:	
Student ID No:	
Campus contact:	Contact number:
Campus co-ordinator:	Contact number:

PERSONAL REFERENCES

Name:	Phone/mobile:
Address:	Relationship:
Name:	Phone/mobile:
Address:	Relationship:

SUPPORTING DOCUMENTS

Proof of income (payslips, bank statement, Centrelink statement, letter from employer on letterhead)	
Proof of ID (Drivers licence, Passport, Photo card, Birth Certificate, Medicare Card)	
Proof of current Address (lease agreement, phone bill, electricity account)	
Proof of paying rent (rental ledger, rental receipts)	

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TERMS & CONDITIONS
AUTHORITY & PRIVACY DISCLAIMER;

Applicants Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant, understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining of the applicant will be a suitable tenant for the property. I agree to pay a bond, the amount being four weeks of rent and two weeks rent in advance to taking a tenancy on a said premises.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy act and National Privacy Principals and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, tenant default agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into, the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month, following this period all details held will be disposed of.

Applicants Signature: _____ Date: _____

Please email application to : realestate@jamcgregor.com.au

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