

TENANCY APPLICATION FORM

Page 1 of 5



Thank you for choosing a Property One property. Please complete this application thoroughly in order for our office to process it as quickly as possible. Please note the following important points:

1. A separate application form is required for each person over 18 years of age whether applicant or occupant.
2. If you have pets that will be living at the premises please complete a Pet Application Form (*which can be obtained from our office or downloaded from our website www.propertyone.com.au and is subject to Landlord approval*)
3. If your application is approved, you will be required to provide a reservation/holding fee of 1 weeks rent within 24 hours of approval. (*this fee will be classed as 1 week of the required 2 weeks rent in advance*).
4. Costs to sign a lease: **Bond** (4 weeks rent) **Advance Rent** (2 weeks rent) This can be paid either by (for bond) Rental Bonds Online, cash on the day of lease signing or by direct deposit into our bank account prior to day of lease signing. Our bank details can be obtained from our office. **We DO NOT have EFPOS facilities.**
5. We have a **Zero Arrears Policy**. We require all our tenants to pay rent in advance at all times.
6. We have a **NO SMOKING** inside premises policy. Any smoking is to be outside the property away from open windows and doors. Cigarette butts, etc to be removed and disposed of accordingly.
7. **When this form has been completed, please return to Property One along with required documentation.**

Rental Property Address:

Applicants /Occupants Name:

TENANCY APPLICATION CHECKLIST

- ☐ Application must be fully completed – if not fully completed we will be unable to process your application. **All boxes must be read and ticked.**
- ☐ 100 points of ID listed below must be provided before application will be processed:
 - ☐ **Drivers Licence OR Passport OR Proof of Age Card (*mandatory*)** **30 pts**
 - ☐ **Medicare Card OR Concession Card** **20 pts**
 - ☐ **Pay Slips/Income Statements (min. 3 current) OR current ATO Tax Return (if self employed) (*mandatory*)** **30 pts**
 - ☐ **Rental Ledger or Bank Statement showing rental payments OR Council Rates Notice (if owner of current/previous address)** **20 pts**
 - ☐ **Birth Certificate OR Australian Citizenship Certificate** **20 pts**
 - ☐ **Current Electricity OR Phone Bill showing current address** **10 pts**
 - ☐ **Current Car/Motor Cycle Registration Papers** **10 pts**
 - ☐ **Degree, diploma or higher education certificate** **10 pts**
- ☐ I have read & understand the application requirements.
- ☐ I have submitted the 100 points of ID (as listed above)
- ☐ I have viewed the property and satisfied that it meets my personal criteria and I am able to pay the required rent.
- ☐ I understand that upon my approval I must pay a Reservation/Holding fee equivalent to one weeks rent, to secure the property. I am aware that if I/we withdraw my/our application the Reservation/Holding fee will not be refunded.
- ☐ I understand that on signing the Tenancy Agreement the Reservation/Holding fee will be transferred to my/our advance rent and that the balance of the advance rent due and bond (4 weeks rent) must be paid in full (personal cheques are not accepted).
- ☐ I have signed where required, confirmation (*page 4*) Privacy Acknowledgement and Declaration (*page 5*) and below.

Signed:

Applicant/Occupant

Date

TENANCY APPLICATION FORM

Page 2 of 5



Rental Property Applied For:

Property Address			
Rent per week \$	Bond \$	Ideal date to move in:	Length of Tenancy Agreement: 3 months / 6 months / 12 months

Do you have a Rental Bonds Online Registration Number YES / NO Number: _____

Applicants/Occupants Details:

Applicants/Occupants Full Name: <i>(please cross out which does not apply)</i>			
Home Phone No:	Work Phone No:	Mobile Phone No:	Email Address:
Current Residential Address:			
Date Of Birth:	Marital Status:	Driver Licence Number / State of Issue / Expiry Date No: State: Exp:	
Vehicle Registration Number:	Vehicle Make:		

Current Rental Details:

Current Landlord / Agent:	Suburb:	Current Landlord / Agent Phone No:
Address of Premises:		
Current Rent: \$ /wk	How long have you lived there:	Reason for leaving:

Previous Rental Details:

Previous Landlord / Agent:	Suburb:	Previous Landlord / Agent Phone No:
Address of Premises:		
Previous Rent: \$ /wk	How long did you live there:	Reason for leaving:

If you have not rented a property and have sold a property, please complete the following:

Name of Agent & Salesperson who sold your property:	Agent / Salesperson Phone No:	Settlement Date:
Address of Premises Sold:		

TENANCY APPLICATION FORM

Page 3 of 5



Current Employment:

Current employer (company):		
Contact Name (manager):	Contacts Work Number:	Your Position:
Length Of Employment:	Net Income: \$ per week	Full Time / Part Time / Casual:

Previous Employment

Current employer (company):		
Contact Name (manager):	Contact Work Number:	Your Position:
Length Of Employment:	Net Income: \$ per week	Full Time / Part Time / Casual:

Emergency Contact Details *(person who won't be living at premises):*

Name:	Relationship:	Contact Phone:
Address:		
Name:	Relationship:	Contact Phone:
Address:		

Personal/Business References *(not relatives):*

Name:	Occupation:	Work Phone:
Address:		
Name:	Name:	Name:
Address:		

Occupancy Information: *(other than the applicant/occupants applying, who will be living at the premises)*

Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:

TENANCY APPLICATION FORM

Page 4 of 5



Will pets be kept on the premises (please tick):

Yes:	No:	Type:	How Many:
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A pet application form is required to be completed for each pet. An application form can be obtained from our office or downloaded from our website www.propertyone.com.au

Have you ever been bankrupt?

No:	Yes:	Details:
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Details Continued:

Have you ever been evicted by any Landlord or Agent?

No:	Yes:
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Details:

Have your details been entered on any Default Tenant Data Base?

No:	Yes:
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Details:

Are you in any debt to another Landlord or Agent?

No:	Yes:	Details:
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Details Continued:

Were any deductions made from your rental bond at your last address?

No:	Yes:
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Details:

I, the applicant, confirm the following:

1. I have inspected the premises and agree to take the property as it is offered.
2. I acknowledge that the Property One Realty Pty Ltd cannot confirm that any phone lines to the property are operable or able to be reconnected. I understand that it my responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line. Ensuring the main switch is in the off position for power connection remains the responsibility of the tenant.
3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlords approval.
4. I consent to the information provided in this application being verified and a reference check on TICA may be undertaken.

Applicants/Occupants signature: _____

Date: _____

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TEANT APPLICANTS & OCCUPANTS 29/07/2015

This form provides information about how Property One Realty Pty Ltd (ABN 091081766) ("we, "our" or "us") will collect and handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to certain third parties (which are set out below) in specified circumstances. If you do not consent the disclosure of your personal information to those third parties, we cannot process your application.

Primary Purposes

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have required to rent and, if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to:

- The Lessor/Owners for approval or rejection of your application
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purposes

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to Tribunals or Court having jurisdiction seeking order to remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- Refer to the Lessors/Owners insurer in the event of an insurance claim
- To provide future rental references to other asset managers/owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you request to rent.

DECLARATION

I state the written details are true and correct and given in support of my tenancy application to Property One Realty Pty Ltd. I understand the Privacy Act 1988 allows Property One Realty Pty Ltd to give certain personal information about me including information contained in the tenancy application. I understand this information may be used to access my application of tenancy and credit reference or credit application. I authorise Property One Realty Pty Ltd to make inquiries about information included on my application from other sources.

Applicants/Occupants signature: _____

Date: _____