

# AREASPECIALIST

## Tenancy Application Form

To apply for a property you must:

- Complete entire application form
- Sign the Privacy Declaration
- Submit to our office or email to [leasing@areaspecialist.com.au](mailto:leasing@areaspecialist.com.au)

Should your application be successful, you must sign the tenancy agreement and pay the first month's rent within 24hrs.

Note: Applications may take 2-3 business days to process

### A. Property Details

Preferred commencement date:	Lease term:	No. of Applicants:	No. of Children:	Ages:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pet(s) - How many:	Type of Pet(s):			
<input type="text"/>	<input type="text"/>			
Address:	<input type="text"/>			Happy with the condition of property upon inspection?
<input type="text"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Have not inspected the property
Second preference:	<input type="text"/>			Happy with the condition of property upon inspection?
<input type="text"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Have not inspected the property

### B. Applicant Details

Title:	Full name:	Date of birth:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current address:		
<input type="text"/>		
Email address:		
<input type="text"/>		
Mobile:	Home phone:	Work phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Licence no.	Passport no.	Medicare no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Licence state:	Passport country:	Rego no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Next of Kin name:	Phone:	Relationship:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Will you be applying for a Department of Housing Bond? Yes  No

Please note: we require this information for document preparation purposes.

### C. Identification

Please note: You must supply 100 points of photocopied I.D, 3 Payslips and a current Centrelink Statement (if applicable).

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> (25pts) Driver's Licence       | <input type="checkbox"/> (25pts) Passport                | <input type="checkbox"/> (15pts) Payslips             |
| <input type="checkbox"/> (25pts) Age Card / Student I.D | <input type="checkbox"/> (15pts) Bank Statement          | <input type="checkbox"/> (15pts) Utilities Account    |
| <input type="checkbox"/> (20pts) Medicare Card          | <input type="checkbox"/> (20pts) Concession/Pension Card | <input type="checkbox"/> (15pts) Centrelink Statement |

### D. Rental History

Current address:	How long have you been at the property:	
<input type="text"/>	<input type="text"/>	
Landlord / Agent:	Phone:	Weekly rent paid:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for leaving:	Full bond refund:	
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Previous address:

How long did you reside at the property:

Previous Landlord / Agent:

Phone:

Previous weekly rent paid:

Reason for leaving:

Full bond refund:

Yes  No

## E. Employment

Current Occupation:

  Full Time  Part Time  Casual

Employer:

Contact name:

Contact number (no mobiles numbers):

Length of employment:

Net monthly income:

Previous Occupation:

  Full Time  Part Time  Casual

Employer:

Contact name:

Phone:

Length of employment:

Net monthly income:

Centrelink income per month (if applicable)

## F. Self Employed

Business name:

Income per week:

Address:

ABN:

Phone:

Accountant:

Accountant phone:

## G. References

Please provide a Professional Character Reference

Full name:

Phone:

Relationship to you:

## H. Utility Connection Service



**myconnect is a FREE and easy to use utility connection service**

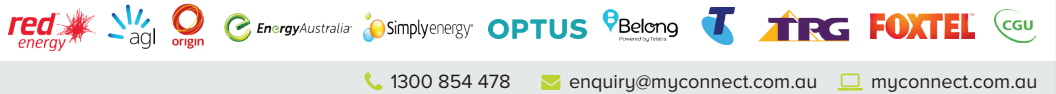


**Select your required utilities:**

**Water** (Compulsory)  
  **Electricity**  
  **Gas**  
  Tick here to opt out

**Internet**  
  **Phone**  
  **Pay TV**

Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Conveyancer, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Conveyancer, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



## I. Execution, Declaration And Database Notification

Please note: Your application will not be processed unless you have inspected the property, copies of the required proof of identity have been attached and the declaration and acceptance of terms of tenancy below has been read and signed.

**DECLARATION**

- I hereby offer to rent the property from the owner under a lease to be prepared by areaspecialists.
- Should this application be accepted by the owner / landlord I agree to enter into a Residential Tenancy Agreement.
- I acknowledge that this application is subject to the approval of the owner / landlord.
- I declare that all information contained in this application (including the additional page/s) is true and correct and given of my own free will.
- I declare that I have inspected the premises and am not bankrupt.
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database and to agents / landlords of properties I may apply for in the future in accordance with Section 439 of the Residential Tenancies Act (1997).
- I am aware that if information is not provided, or I do not consent to the uses to which personal information is put, the owner / landlord will not grant me a lease / tenancy of the premises.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residences;
- My referees and employer/s;
- Any record listing or database of defaults by tenants, and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner / landlord and select a tenant.
- Prepare lease / tenancy documents.
- Allow tradespeople or equivalent organisations to contact me.
- Lodge/claim/transfer to/from a Bond Authority.
- Undertake and/or enforce legal process/decisions of a Tribunal/Court and/or Statutory Authority (where applicable).
- Refer to collection agents/lawyers (where applicable).
- Complete a credit check with a residential tenancies database.
- Transfer water account details into my name.

**ACCEPTANCE OF TERMS OF TENANCY**

- I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises.

No action will be taken against the owner/agent if the application is unsuccessful or should the premises not be available for occupation on the due date for whatever reason.

- I acknowledge that it is the responsibility of the tenant/s to check with the telephone provider before proceeding with the tenancy to confirm the status of the landline at the property.
- I acknowledge that the tenants are responsible for connection and payments of gas, electricity, telephone and water usage. The tenant is also responsible for ensuring the main switch is in the off position for power connection.
- I acknowledge that the premises is a "smoke free zone" and will ensure that I, other occupants and/or guests do not smoke inside the premises.
- Should the owner / landlord accept this application I accept that I will be required to sign the tenancy agreement and pay the full bond within 24 hours of my application being approved. I also agree to pay the bond and first month rent by either bank cheque or money order. The owner reserves the right to withdraw their acceptance and offer the property to other applicants.
- I acknowledge that the keys will not be available until the day the tenancy commences.
- I accept the property in the condition as inspected (exceptions to be provided in writing, signed, dated and attached to this application).
- I accept that this property is subject to its availability on the due date and no action shall be taken on my part against the landlord or the agent should under any circumstances the property not be available for occupation on the due date.

**DATA BASE NOTIFICATION**

Areaspecialist uses the following residential tenancy database companies to check the history of all applicants.

- I confirm that I have been notified of tenancy databases, their contact details and the reasons for use.

If you wish to contact these organisations their details are:

NATIONAL TENANCIES DATABASE, Ph 1300 526 836 www.ntd.net.au  
 TICA, Ph 1902 220 346 www.tica.com.au

**Print Name**

**Signature**

**Date**