



SURNAME:
DATE:

Tenancy Application Form

When completing and submitting an application for a rental property the following requirements MUST be met:

- You MUST attend the inspection for the property you wish to apply for...
Identification Required For EVERY Applicant
If you do not have all ID required we will NOT be able to process or accept your application
Photo ID: License, proof of age, truck license, and passport
Bank Card or Eftpos Card
Medicare Card
Pay Slips- At Least Two (2) Centrelink Statement- Last Two(2) OR a Bank Statement-Last Four (4) Weeks

All sections of the application form are required to be completed in FULL.

This includes: full details of your employment, Centrelink benefits, residential history, and at least two (2) references (Friends or family members will not be acceptable as references)

- Every person over the age of 18 years is to complete an application form (Including those not named on the tenancy agreement).
The Privacy act statement MUST be signed to enable your application to be processed.
Collie & Tierney First National Real Estate Mildura uses the TICA national database to check tenancy applications. TICA contact details: www.tica.com.au, Ph.190 222 0346.

Processing Applications

We aim to process applications within three business days. Once reference checking has been completed the application is then presented to the Landlord and they may take time to deliberate on the decision...

If Your Application Is Successful

Within 48 hours of acceptance: in order to secure the property an date and time needs to be scheduled to sign the tenancy agreement (your lease). For the sign up you will require the bond which MUST be either a BANK CHEQUE or MONEY ORDER made out to the RTBA (VIC) or The Rental Bond Board (NSW) and TWO WEEKS rent is required (Eftpos or cheque only).

If Your Application Is Unsuccessful

You will be notified by either phone or text message. Please advise if you could like to be considered for another property and we will re-submit it for the next property/preference. Your application is regarded as a confidential document. \* We will hold your application on file for a four (4) week period & it will then destroyed.

Once you have been to an inspection you can put your preferences in order of which one you would like your application put forward for, we only process for ONE property at a time.

One -Address:

Rent P/W: Bond: Date Inspected / / PM

Two- Address:

Rent P/W: Bond: Date Inspected / / PM

Three- Address:

Rent P/W: Bond: Date Inspected / / PM

APPLICATION DETAILS			
Term of Lease requested: 6 months/ 12 Months (Please circle) Commencing: / /			
Do you have Pets?	Yes / No (Please Circle)	Type:	Breed: No:
How many people will reside at the property:		Adults:	Children: Children's Ages:
Do you have a lawnmower? Yes / No (Please Circle)			
How will you be paying rent? Weekly / Fortnightly / Monthly (please circle)			
Internet Bpay or Direct Transfer		Eftpos at Collie & Tierney Office	Direct through Centrepay
Will the bond be: Own/ Department Of Housing / rent.com.au(\$5 fee for cheque processing) (please circle)			
PERSONAL DETAILS			
Applicant #1 Title: Mr / Mrs / Ms / Miss		Applicant #2 Title: Mr / Mrs / Ms / Miss	
Surname:		Surname:	
Given Name(s):		Given Name(s):	
Phone: (H) (W)		Phone: (H) (W)	
Mobile:		Mobile:	
Date of Birth:		Date of Birth:	
Address:		Address:	
Suburb: Post Code:		Suburb: Post Code:	
Drivers License Number:		Drivers License Number:	
Email:		Email:	
Emergency Contact: (Not residing at the property)		Emergency Contact: (Not residing at the property)	
Name:		Name:	
Contact Number:		Contact Number:	
Relationship:		Relationship:	
EMPLOYMENT DETAILS – Please attach proof of income (Pay Slips, Centrelink or Bank Statements)			
Company:		Company:	
Occupation:		Occupation:	
Self Employed / Full Time / Part Time / Casual(Please Circle) if self employed ABN:		Self Employed / Full Time / Part Time / Casual(Please Circle) if self employed ABN:	
Supervisor/Manager:		Supervisor/Manager:	
Phone: (M) (W)		Phone: (M) (W)	
Length of Employment:		Length of Employment:	
Salary/Income after tax: \$ weekly/fortnight/month		Salary/Income after tax: \$ weekly/fortnight/month	
If employed less than 6 months, previous employer details		If employed less than 6 months, previous employer details	
Company:		Company:	
Occupation:		Occupation:	
Full Time / Part Time / Casual(Please Circle)		Full Time / Part Time / Casual(Please Circle)	
Supervisor/Manager:		Supervisor/Manager:	
Phone: (M) (W)		Phone: (M) (W)	
Length of Employment:		Length of Employment:	
Salary after tax: \$ weekly / fortnight / month		Salary after tax: \$ weekly / fortnight / month	

<b>CENTRELINK</b>	
Type of Payment:	Type of Payment:
Customer Reference No:	Customer Reference No:
Net Payment Received:	Net Payment Received:
<b>RESIDENTIAL HISTORY</b>	
Current Address:	Current Address:
Rent or Own:                      Rent paid \$                      p/w	Rent or Own:                      Rent paid \$                      p/w
How long have you lived there:	How long have you lived there:
Reason for leaving:	Reason for leaving:
Name of Landlord/Agent:	Name of Landlord/Agent:
Real Estate Agency:	Real Estate Agency:
Phone Number:	Phone Number:
<b>PREVIOUS ADDRESS</b>	
Address:	Address:
Rent or Own:                      Rent paid \$                      p/w	Rent or Own:                      Rent paid \$                      p/w
How long did you lived there:	How long did you lived there:
Reason for leaving:	Reason for leaving:
Name of Landlord/Agent:	Name of Landlord/Agent:
Real Estate Agency:	Real Estate Agency:
Phone Number:	Phone Number:
Was the bond refunded in full? Yes / No Please circle	Was the bond refunded in full? Yes / No Please circle
If no, why?	If no, why?
<b>REFERENCES - ***FRIENDS AND/OR FAMILY WILL NOT BE ACCEPTED AS REFEREES</b>	
Reference #1	Reference #1
Name:	Name:
Home/ Work Phone Number :	Home/ Work Phone Number :
Mobile Phone Number:	Mobile Phone Number:
Relationship to you:	Relationship to you:
Length of Time:	Length of Time:
Reference #2	Reference #2
Name:	Name:
Home/ Work Phone Number :	Home/ Work Phone Number :
Mobile Phone Number:	Mobile Phone Number:
Relationship to you:	Relationship to you:
Length of Time:	Length of Time:



YourPorter  
1300 400 600 yourporter.com.au

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity
- Gas
- Water
- Telephone
- Pay TV
- Internet
- Car Insurance
- Life Insurance
- Health Insurance
- Home & Contents
- Home Loans

**DECLARATION AND ACCEPTANCE:**

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

DISCLAIMER/AUTHORITY

**PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an Agent.

In accordance with the National Privacy Principles, Collie & Tierney First National Real Estate discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/We the said applicant/s declare that I/we give my/our permission to Collie & Tierney First National Real Estate to collect my/our information and pass such information onto any tenancy database for the assessment of my/our tenancy application. I/we further give consent to Collie & Tierney First National Real Estate to contact any of my/our referees provided by me/us in my/our tenancy application or any other person or organization deemed fit by Collie & Tierney First National Real Estate to assist in the completion of my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with Collie & Tierney First National Real Estate and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under the tenancy agreement I/we give my/our permission to Collie & Tierney First National Real Estate to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we agree and understand that should I fail to provide Collie & Tierney First National Real Estate with the information and acknowledgements required by Collie & Tierney First National Real Estate may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty. Ltd. or any other database company could have an adverse effect on my/our ability to obtain future rental accommodation.

**Applicant Name:**  
\_\_\_\_\_

**Applicant Name:**  
\_\_\_\_\_

**Signature:**  
\_\_\_\_\_

**Signature:**  
\_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_