

TENANCY APPLICATION FORM

This office is a member of TICA (default tenancy control system) and ALL applications are processed through it.

We require the following documents in support of your Tenancy Application. **Please note that incomplete or unsigned applications will NOT be processed.**

Please provide as many of the following as you can to accompany your application:

1.) PROOF OF IDENTIFICATION: (including Photo ID)

- Birth Certificate and/or Passport; and one or more of the following:
- Drivers License
- Medicare Card &/or Passport
- Credit or Bank Card
- Identification Card

2.) RENTAL HISTORY: including

- Four previous rental receipts (if direct deposit copy of your bank statement).
- References from previous landlord(s) or agent(s)
- A copy of the Lease Agreement
- Tenant Ledger- this can be obtained from your managing agent

If you do not have a rental history (i.e. you have previously owned your own home) please provide proof of ownership such as council rates.

3.) PROOF OF RESIDENTIAL ADDRESS:

Phone, water, electricity or gas bills

- Current motor vehicle registration papers.

4.) PROOF OF INCOME:

- Two previous payslips
- If you are self employed please include a copy of the business registration and Tax Returns from the last two years

If you are the successful applicant, you will be required to pay a minimum of:

- Rental Bond (the sum of four weeks rent)
- Two weeks/ One month rent

All monies may be paid either by Bank Cheque, Money Transfer or Direct Deposit.

CHECKLIST FOR APPLICANTS

- | | |
|--|--|
| 1.) I have completed ALL sections of the application form: | YES <input type="radio"/> NO <input type="radio"/> |
| 2.) During my tenancy I will be paying rent on the due date: | YES <input type="radio"/> NO <input type="radio"/> |
| 3.) I have provided a tenant ledger: | YES <input type="radio"/> NO <input type="radio"/> |
| 4.) I agree to rent the property in its current condition | YES <input type="radio"/> NO <input type="radio"/> |

5.) Please note any modifications that you wish to be made to the property (before you will move in) here:

100 POINT IDENTIFICATION CHECK

| | | | |
|----------------------------|----|----------------------------------|----|
| Drivers Licence | 40 | Vehicle Registration Certificate | 20 |
| Passport | 40 | Bank Statement | 20 |
| Other Photo ID | 20 | Telephone Account | 20 |
| Current Wage Advice | 30 | Electricity Account | 20 |
| Previous Tenancy Reference | 20 | Gas Account | 20 |

Declaration:

I acknowledge that this is an application to lease this property and that my application is subject to the owners' approval and the availability of the premise on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from the owner or agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____ Date: _____