

TENANCY APPLICATION

PROPERTY ADDRESS FOR RENT

I _____ apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____/____/____

Was the Property in satisfactory condition when you inspected it? YES/NO If not, list requests:

_____ Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.
- Our Agency staff will contact you within 48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and the full Bond (equal to 4 weeks rent) plus 2 weeks rent is to be paid by the approved payment methods
- Rental Payments can be made in the following approved methods: Money Order, Bank Cheque (cost may apply up to \$15.00 per order), Internet Transfer or Direct Deposit (cost may apply up to \$5.00 per transaction).

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK – 100 POINTS PER APPLICANT

ONE DOCUMENT MUST BE SUPPLIED FROM EACH CATEGORY

Photo ID			Proof of Income	
<input type="checkbox"/>	Drivers Licence, 18+ Card, Passport	40 Points	<input type="checkbox"/>	2 x recent Payslips, Centrelink Statement, Letter from Employer
Proof of Current Address			Other ID	
<input type="checkbox"/>	Phone, Electricity, Gas, Vehicle Registration, Bank Statement	20 Points	<input type="checkbox"/>	Medicare Card, Pension Card

Applicant Checklist - Before I submit this Application, I have:

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

Tenancy Application Form

PROPERTY DETAILS

Address of Property:	
Lease commencement date: __ / __ / __	Lease term: __ Months
Rent per week:	

PERSONAL DETAILS

Given Name(s):		Surname:	
Current Address:			
Home Phone:		Work Phone:	
Mobile:		Fax:	
Email:		Date of Birth:	
Drivers Licence No:		Drivers Licence State:	
Passport No:		Passport Country:	
How Many People Will Occupy The Property?: __ Adults __ Children		How Many Pets?: __ Type / Breed	
Names Of All Other People To Occupy The Property:		1. (__ Age)	
2. (__ Age)		3. (__ Age)	
Car Registration:	How many	Year & Model:	(Boats, ,trailers, etc)

CURRENT TENANCY DETAILS

Current Address:		
Length of time at current address: From	to	Weekly Rent Paid:
Reason for leaving:		
Name of Landlord / Agent:		Phone:
Landlord/Agents Email Address:		

PREVIOUS RENTAL HISTORY

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Landlord/Agents Email Address:		
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:	
Employer's Address:		
Contact Name (payroll / manager):	Contact Number:	
Length of Employment: From	to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

UTILITY CONNECTIONS



FREE Utility Connection Service - with a difference!
 Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful, we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name	Signature	Date

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ rent per week, or \$ rent per calendar month = 2 weeks rent plus bond

First payment of two rent in advance:	\$
Rental Bond	\$
	\$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name	Signature	Date