

## Tenancy Application Form

One Application Per Person -

Please refer to the Terms and Conditions before making Application

Please complete the form in full using BLOCK LETTERS

Incomplete Applications cannot be processed

Rental Property Address:

\_\_\_\_\_

Proposed agreement term: \_\_\_\_\_

Weekly Rent \$ \_\_\_\_\_ Bond amount \$ \_\_\_\_\_

Full Name of applicant		Date of Birth
Business Hours Phone		Mobile
Email		
Current Residential Address		
Contact details to confirm current living arrangements (please circle) Lessor/ Agent/ Other		
Name		Phone/Mobile
Previous Residential Address		
Email		
Contact details to confirm previous living arrangement (please circle)		Lessor/Agent/Other
Name		Phone/Mobile
Email		
Number of Occupants who will reside at the property		
Number of Dependants who will reside at the property		
Is anyone applying or going to reside at the property a smoker?		Yes / No
Names of Occupants/Dependants 1 2 3 4 5		
Do you have any pets? Yes/No IF Yes, Pet Type_____ Are they inside or outside pets?		
Breed included YES/NO	Number of Pets	Registered with council? YES/NO Photo
Personal References (cannot be relatives, partner or other people applying with you)		
1. Name		Business Hours Phone
Address		
Email		
2. Name		Business Hours Phone
Address		
Email		
Next of Kin (contact in case of emergency or extenuating circumstances)		
Name		Phone/Mobile
Address		
Email		
Employment/Income (please indicate by circling or ticking below) - Part Time/ Full		

Time/Contractor/ Casual/ Not employed/ Self-employed/ Student Other_____		
Weekly net income \$		
Any other debts/loans currently owing (list weekly payments please)		
1 Car Loan	\$	
2 Personal Loan	\$	
3 Credit Card	\$	
4 Any other loans	\$	
Name of Employer	Payroll Contact Name	
Phone	Email	
Length of Time at Current Employment	Months	Years
If a Student (please circle)	Name of University/Tafe/College/Other	
Student ID number (copy required)	Visa Number (copy required)	
If Self Employed; Name of Business		
Name of Business Accountant		
Address of Accountant		
Email	Phone	
Are you an Australian Citizen? YES NO.		
If No, please provide details of VISA or residency status as part of the application.		

## Terms and Conditions - please read carefully

I agree to provide 100-point identification - requirements are as follows (and VISA or current Residency status in Australia).

Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

*If you are unable to meet the 100-point criterion listed above, please speak with the Property Manager.*

I agree to provide proof of income, as part of this application, such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand, should my application be accepted, the agency (on behalf of the lessor) will require a General Tenancy Agreement Contract (Form 18a) signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance, if accepted). I understand all required tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email before the tenancy commences, and during the tenancy (if the application is accepted by the lessor) - I understand the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed appointment time. *(If you do not consent to the use of email, please cross this term out and initial the paragraph plus insert the date)*

I understand should my application be denied by the lessor, there is no legal requirement of the agency to disclose reasons why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. *(If you would like a copy of the agency privacy policy, please request one from our staff)*

I understand if I have any questions about the tenancy or the application process, the agency welcomes and encourages enquiries prior to applications being made. I further understand, I can

request a copy of the General Tenancy Agreement Contract including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which form part of the agreement.

I understand I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. *(Please ask the property manager if you are unsure of the total amount required to be paid if the application is accepted by the lessor).*

I provide consent for the agency as part of application processing, to contact all necessary people (such as referees, other agents, tenancy databases), to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the agency.

I consent to my personal information being passed on during the tenancy (should it commence), and after the tenancy, if required to other third parties which include, however, are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The lessor (property owner) of the property may be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement, should it commence, is a legal binding contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the agency.

**By signing this form, I have read and understood clearly all the information outlined above.**

<b>Name of Applicant</b>	
<hr/>	
<b>Signature</b>	<b>Date</b>
<hr/>	<hr/>

**Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 1 of this application.**

## PRIVACY DISCLOSURE STATEMENT

Deborah Duffy Estate Agent is an independently owned and operated business and is bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for tenancy. We may need to collect information about you from your previous lessors or letting agents, your employer, and referees. Your consent for us to collect this information is set out below in the Privacy Consent.

## COLLECTION NOTICE

The personal information you provide in this application, or our agency collects from other sources is necessary for our agency to verify your identity. In process evaluation and to manage the tenancy. If the application is successful, personal information collected about you in this application and during your tenancy, may be disclosed for the purpose for which it is collected to other parties including the lessor, referees, other agents, and third-party operators of Tenancy Databases. Information already held on the Tenancy Databases may also be disclosed to our agency and/or lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the agreement, the facts and relevant personal information collected about you during your tenancy may also be disclosed to the lessor, third party operators of Tenancy Databases and/or other agents.

You have the right to access personal information that we hold about you by contacting our office. You can also correct this information if it is inaccurate, incomplete, or out of date. If your application is not successful it will be stored securely for a period of 30 days only. If you decide not to collect your application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected due to insufficient information to assess the application.

## PRIVACY CONSENT

I/we acknowledge that I/we have read the above Privacy Disclosure Statement and Collection Notice from Deborah Duffy Estate Agent. I/we authorise Deborah Duffy Estate Agent to collect information about me/us from:

- My previous letting agents and/or lessors;
- My personal referees, employers and all other references on this application;

I authorise Deborah Duffy Estate Agent to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work at the property), salespeople (primary and secondary agents), valuers, the lessor, other agents, database operators, other property managers, Body Corporate, insurance companies, financial services, if required in the future, and to authorities as required by law.

Applicant's Name/s

.....

Applicant's Signature

.....

Date .....