

APPLICATION INFORMATION

We hope this information will make the process simpler and quicker for you!

APPLICATION PROCESS

- WE CANNOT ACCEPT INCOMPLETE APPLICATIONS - use this checklist to ensure it is completed
 - ☐ I have completed all sections of application ☐ I have attached 100 Points of ID
 - ☐ I have attached Proof Of Income (Payslips 4 most recent and/or bank statement, letter from your accountant, tax returns or bank statement that clearly shows income deposits on a regular basis)
 - ☐ I have signed & completed the Rent Declaration (Page 4)
 - ☐ I have signed the Privacy Consent and provided details of current/past property manager (Page 5)

AGENCY PROCESS

If Application is not accepted

If application is not accepted by the Lessor, it will be retained for seven (7) days and then destroyed securely to comply with Privacy Legislation

IF APPROVED

IF YOUR APPLICATION IS ACCEPTED BY THE LESSOR, WE WILL IMMEDIATELY ATTEMPT TO NOTIFY YOU AND HAVE YOU ATTEND THE OFFICE TO SIGN THE GENERAL TENANCY AGREEMENT. ONCE YOU HAVE SIGNED, PAYMENT OF THE BOND WILL BE REQUIRED WITHIN 24 HOURS TO SECURE THE PROPERTY

METHOD OF INITIAL PAYMENT

Payment is to be made to our Agency either BPAY or DIRECT DEBIT(*timeframe permitting) , BANK CHEQUE or CASH

** BPAY FUNDS MUST BE CLEARED AND VISIBLE IN OUR BANK ACCOUNT BEFORE KEYS CAN BE ISSUED.*

METHOD OF RENTAL PAYMENT OPTIONS DURING TENANCY - Please note CASH PAYMENTS ARE NOT AN OPTION

1. BPAY/DIRECT DEBIT
2. Bank Cheque/Money Order

Tenancy Application Form

Thank you for your interest in renting Fresh Rentals Property. Please **FULLY** complete this form, and sign and email it along with your supporting documentation to our office.

Please note: We **DO NOT** process incomplete applications **AND** all unsuccessful applications are destroyed

PROPERTY DETAILS

Property Address:			
Lease commencement date		Lease Period:	
Rent per week:		Bond Amount	

PERSONAL DETAILS - please use your full legal name

Given Name(s):		Surname:	
Current Address:			
Home Phone:		Work Phone:	
Mobile Phone:		Email:	
Date of Birth:		Driver's Lic No:	
Passport No:		Passport Country:	
Names of other joint applicants: (over 18yo)			
Names & ages of children to occupy property: under18yo			

VEHICLE DETAILS

Make/Model			
Reg No:			
Other Vehicles:		Make/Model:	
Trailer:		:Boat	

EMERGENCY CONTACT DETAILS - (SOMEONE WHO WILL NOT BE RESIDING AT THE PROPERTY)

Given Name(s):		Surname:		Relationship:	
Address:				Phone:	
Mobile:		Email:			

PET INFORMATION (if applic)

Type:		Breed:		No of:		PLEASE ATTACH A PET REFERENCE
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CURRENT TENANCY DETAILS ☐ WAS THE LEASE IN YOUR NAME?

Current Address:

Length of time at this address:

Rent Paid:

Reason for leaving:

Landlord/Agent:

Phone:

☐ PRIVATE

☐ AGENT

☐ OTHER/SHARE

Fax/Email:

Previous Rental History ☐ WAS THE LEASE IN YOUR NAME?

Previous Address

Length of time at this address: From

To:

Reason for leaving:

Landlord/Agent

Phone:

Was Bond Refund in Full?

☐ Yes

☐ No

If No, please specify reasons why:

CURRENT EMPLOYMENT DETAILS

(Please provide 4 most recent payslips)

Employer's Address:

Occupation:

Current Employer

Length of Employment:

Contact Name (payroll/manager)

Contact Number:

Net weekly employment income:

SELF EMPLOYMENT DETAILS

(Please provide bank statement and/or tax return)

Company Name:

Business Type:

Business Address:

Position Held:

ABN:

Accountant Name:

Phone:

Accountant's Address:

email

OTHER 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 Phone:	
Length of Employment:	From: <input type="text"/>	To: <input type="text"/>	
Net weekly income:			

STUDENT INFORMATION

Place of Study:		Course Name:	
Course Length		Enrolment/Student No:	
Campus Contact:		Contact Number:	
Course Co-ordinator:		Contact Number:	
Scholarship /Grant \$		Please provide proof of scholarship or grant	

CHARACTER REFERENCES - NOT FRIENDS OR RELATIVES

Referee:		Relationship:	
Phone:		Mobile:	
Referee:		Relationship:	
Phone:		Mobile:	

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner. Should this application be approved, I acknowledge that I will be required to pay the following amounts

Weekly Rent: \$

Rental Bond: \$

Total Amount Payable

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 also declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

PLEASE PROVIDE 100 POINTS

Item	X	Points	Initial	Item	X	Points	Initial
Driver's License/18+ Card		40		Medicare Card		20	
Passport		40		Bank Debit/Credit Card		20	
Other Photo ID		20		Bank Statement		20	
Current Wages Advice		30		Telephone Account		20	
Previous Tenancy Reference		20		Electricity Account		20	
Previous 2 Rent Receipts		20		Gas Account		20	

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independent owned and operated business and 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, letting agents, your current or previous employer and referees. Your consent to us collecting this information is set out below. We will 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 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 will not be considered by the owner of the property.

CONSENT TO ACCESS THE FOLLOWING

I, the applicant acknowledge that I have read this 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. My employer;
4. Any Tenancy Default Databases which may contain personal information about me.

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

Applicant Name

Signature

Date