

# TENANCY

## APPLICATION FORM

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission

Address of Property:

Date:

**THE APPLICANT STATES THAT:**

1. The information given in this application is true and correct and this is a fundamental pre-condition of the owner entering the Residential Tenancy Agreement

Identification required and may be presented in the following form:

- 1 Driver's licence or passport or birth certificate or ID Card
- 2 Medicare card
- 3 Utility bill
- 4 Credit card or bank card

(three from the four options must be presented)



**Hannaford  
Stock & Land  
Australia**

**Gloucester**

51 Church Street  
02 6558 1309

[rentals@hslaustalia.com](mailto:rentals@hslaustalia.com)

**Tenancy Terms**

Period:	weeks/months, commencing on	Rent \$ per week
First payment of rent in advance		\$
Rental Bond (4 weeks rent)		\$
<b>TOTAL AMOUNT PAYMENT DUE</b>		\$

**Personal Details**

Full name (Applicant 1)	
Date of Birth	Car Rego :
Mobile:	Driver's Lic:
Email Address	
Total Number of Occupants to reside at the premises	Adults:
No of Children & Ages	Children:
	Ages:
Full name (Applicant 2)	
	Car Rego :
Date of Birth	
Mobile	Driver's Lic:
Email Address	

**Residency Details** (if you currently own your property, please provide a copy of your latest rates notice)

Current Address:			
Occupancy Period:	Current	Rent Paid	\$
Agency/Landlord Commercial Realty:		Phone:	

Previous Address:
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Occupancy Period		Rent Paid	\$
Previous/Landlord:		Phone	

**Current Occupation** (proof of income must be provided)

Current Occupation	
Current Employer & Phone No	
Employment Period	
If employed for less than 6 months – provide previous employer	

Other income details eg Centrelink
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**Personal References**

Name	
Address	Phone
Relationship	How long known?
Name	
Address	Phone
Relationship	How long known?

**Emergency Contact** (not residing at the same address)

Name
Address
Phone

**Pets**

Type of Pet
Number of Pets

**Authority and Declaration of Applicant/s**

I, the applicant/s, authorise Hannaford Stock and Land Australia to collect information about me from:

- 1 My previous letting agents and/or landlords
- 2 My personal, business/work/employment referees
- 3 Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any future defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes
- 4 I authorise Hannaford Stock and Land Australia to disclose the personal information collected about me to the owner of the property and to any third parties such as valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies, other agents and tenancy default databases.

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 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that this is an application form only and does not guarantee you tenancy of the property. Failure to fully complete this application may result in a delay with processing or dismissal of the application

**Office Use Only**

ID Checked

Yes / No

Copies attached

Application Result

DECLINED

APPROVED



**Hannaford Stock & Land Australia**

51 Church Street, Gloucester

02 6558 1309

## RENTAL REFERENCE CHECK

In accordance with the privacy Act, I/We the undersigned authorise the recipient of this form to give information to HANNAFORD STOCK & LAND AUSTRALIA regarding my/our Rental History. I/We understand this information will be used to assess my/our Application.

Name: .....

Property Address: .....

Signature of Applicant/s: .....  / /

Was the Tenant on the Lease? Yes or No      Period of Tenancy .....

Has the Tenant/s given Notice? Y or N      Did your Office terminate the Tenancy? Yes or No

If yes, why: .....

How much is/was the rent? ..... How is /was the rent paid? *In advance* *On Time* *Late* *Always in arrears*

How is/was the Property looked after? *Immaculate* *Good* *Average* *Poor*

Are/were the Tenant/s co-operative to deal with? Y N

Are/were the Tenant/s constantly requiring maintenance? Yes No      Were any Notices served? Yes No

If Yes, what was the Notice for? .....

Were there any complaints? Yes or No

Were there any Breach Notices or Terminations issued during the Tenancy?

Have/has the Tenant/s vacated the Property? Yes No

How was the Property left? *Immaculate* *Good* *Average* *Poor*

Was the full Bond refunded? Yes No      If no, what was the total claims made and what were the claims for? .....

Would you rent to them again? Yes No

Comments: .....

.....  
I declare the above information is correct.

Signature of Property Manager: ..... Print Name.....

NB This information will not be disclosed to any other party. When completed please return to Hannaford Stock and Land Australia via e-mail **rentals@hslaustalia.com** with an **attached rental ledger**. Your prompt response would be appreciated.

**PRIVACY NOTICE** The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant. The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any database. Failure to provide all or any of the personal information renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship. The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference databases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy. The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.