

**TENANCY APPLICATION FORM**

Phone: 61 7 5444 0005

Email: [rentals@rbmrealty.com.au](mailto:rentals@rbmrealty.com.au)**PROPERTY ADDRESS**

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Rental Amount: \$\_\_\_\_\_**GENERAL**

Number of Tenants to Reside at Property: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Age of Child/ren: \_\_\_\_\_

Pets: YES / NO If yes, how many and what type: \_\_\_\_\_

Do any applicants own any large vehicles ie boats or caravans? YES / NO: If yes, provide details

**IDENTIFICATION****You are required to meet a 100 point identification check upon submission of your application.****10 points:** Medicare Card/Birth Certificate/Car Registration Papers**20 points:** Bank Statements/Phone Account/Electricity Account**40 points:** Drivers license/Passport/18+ card/Student ID/last FOUR rent receipts/current tenant ledger/rental bond history statement (through the RTA)**You will also be required to supply the agency with your proof of income upon submission of your application ie. last two payslips, Centrelink Statement, or (if self-employed) current bank statements, last group certificate or accountants letter.**

## FIRST APPLICANT:

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_

Phone Home/Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent or Landlord: \_\_\_\_\_

Agent/Landlord Day Contact No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent or Landlord: \_\_\_\_\_

Agent/Landlord Day Contact No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Was Bond Refunded in Full YES/NO: \_\_\_\_\_

Occupation: \_\_\_\_\_

Nett Weekly Income: \_\_\_\_\_ Period Of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### (IF SELF-EMPLOYED):

Name of Business: \_\_\_\_\_

A.B.N: \_\_\_\_\_ Industry: \_\_\_\_\_

Business Address: \_\_\_\_\_

Period of Self-Employment: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

## PERSONAL REFEREES

**Please do not list family/partners, and must be different to your residential and employment references. All references must be contactable during business hours.**

Referee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Referee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## EMERGENCY CONTACT:

**A person that is not living with you, but who would know your whereabouts in an emergency.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## TENANT ACKNOWLEDGEMENT

I, \_\_\_\_\_, the applicant, do sincerely declare that the above information is true and correct and that I/we have supplied it of my/our own free will. I authorise RBM Realty to conduct any enquiries that they feel necessary to process this application. I acknowledge that any false information will jeopardise this application and any Tenancy Agreement I enter into on approval by the Lessors or RBM Realty. I accept that if this application is not successful RBM Realty is not legally obligated to state reasons for rejection. I confirm that we are not bankrupt and can afford the rent stated.

**I have inspected the premises at \_\_\_\_\_ and wish to take a tenancy for a period of \_\_\_\_\_ months, from \_\_\_\_/\_\_\_\_/\_\_\_\_ At a rental of \$\_\_\_\_\_ per week. I will also pay a rental bond of \$\_\_\_\_\_ when we sign the Tenancy Agreement. I also agree to keep rent in advance by one week at all times.**

**SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_**

## SECOND APPLICANT:

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_

Phone Home/Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent or Landlord: \_\_\_\_\_

Agent/Landlord Day Contact No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent or Landlord: \_\_\_\_\_

Agent/Landlord Day Contact No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Was Bond Refunded in Full YES/NO: \_\_\_\_\_

Occupation: \_\_\_\_\_

Nett Weekly Income: \_\_\_\_\_ Period Of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

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A.B.N: \_\_\_\_\_ Industry: \_\_\_\_\_

Business Address: \_\_\_\_\_

Period of Self-Employment: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Please do not list family/partners, and must be different to your residential and employment references. All references must be contactable during business hours.**

Referee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_**

## PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive for GST

**Applications Name/s:** \_\_\_\_\_

**Signed by Applicants:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

### FREE UTILITY CONNECTION SERVICE

**myconnect®**  
a really smart move

**MyConnect offer a completely FREE service for home movers.**

MyConnect will call you to arrange the connection of your required utilities at your new property.



**Yes, please contact me**



**Interpreter required**

☐ OR Tick here to opt out

#### We connect



Electricity



Gas



Phone



Internet



Pay TV



Plus more...

#### Our retailers



Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

# Request for approval to keep a pet in rental property (Form 21)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 184D)



Tenants must use this form to request approval from the property owner to keep a pet or animal in their rental property. Tenants should complete a separate form for each pet. Property owner's approval is not required to keep a working dog at the property.

For more information about your rights and responsibilities, please see the [Renting with pets fact sheet](#).

On this form, the term property owner refers to the lessor, property manager or manager/provider who has the authority to act on behalf of the property owner.

When submitting this request by post, the sender must allow time for the mail to arrive when calculating the date the property owner must respond by (item 6).

## 1 Address of the rental property

	Postcode	

## 2 Tenant/s seeking approval to keep a pet

1. Name			
Email		Phone	
2. Name			
Email		Phone	
3. Name			
Email		Phone	

## 3 Property owner/s receiving this request

1.	
2.	
3.	

## 4 Details of request

I am/We are seeking approval to keep the following pet at the rental property (as stated in item 1).

I/We understand that I am/we are responsible for any nuisance, noise and damages caused by keeping a pet, and any damages caused by the stated pet below are not considered fair wear and tear under the law and I am/we are responsible for rectifying any damages caused by the stated pet.

I/We understand that:

- I am/we are responsible for any nuisance, noise and damages caused by keeping a pet
- any damages caused by the stated pet below are not considered fair wear and tear under the law, and
- I am/we are responsible for rectifying any damages caused by the stated pet.

### 4.1 About the pet

Animal type - Breed/species	<input type="text"/>
Pet name	<input type="text"/>
<input type="checkbox"/> Microchip number	<input type="text"/>
<input type="checkbox"/> Registration number	<input type="text"/>
<input type="checkbox"/> Sex	<input type="text"/>
<input type="checkbox"/> Fur colour and length	<input type="text"/>
<input type="checkbox"/> Weight, height and length	<input type="text"/>

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## 4.2 Other information you would like to share about the suitability of the pet proposed to be kept in the rental property to assist the property owner to make an informed decision (optional)

- the pet's age, temperament, training
- whether the rental property is suitable for keeping this type of pet (i.e. size of property, outdoor areas, fencing requirements)
- whether the pet is permitted under the local council by-laws or any applicable body-corporate by-laws
- whether you intend to keep the pet inside and/or outside, or in an appropriate enclosure
- photo of pet (if applicable)
- photo of enclosure for pet (if applicable)

## 5 Date this pet request is sent

Day	Date	Method of sending request (e.g. email, post, in person)
<div></div>	<div>/ /</div>	<div></div>

## 6 Date the property owner must respond by

<div>/ /</div>	(must be within 14 days from date in item 5)
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## 7 Signature/s of the person/people issuing this notice

Print name/s	Signature/s	Date
1. <div></div>	<div></div>	<div>/ /</div>
2. <div></div>	<div></div>	<div>/ /</div>
3. <div></div>	<div></div>	<div>/ /</div>

Property owners must respond to this request in writing within 14 days. If no response is received by the date stated in item 6, this request is assumed to be approved.

Property owners can only refuse the request for a pet based on prescribed grounds as outlined under the legislation and can outline additional reasonable conditions for the approval. A letter template to help property owners structure their response to pet requests is available on the RTA website.