

**APPLICATION FOR TENANCY**

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

**IDENTIFICATION REQUIRED PER APPLICATION (100 Points)**

✓ Birth Certificate	70 Points	✓ 3 Recent Rent Receipts	25 Points
✓ Passport	70 Points	✓ Current Vehicle Registration	25 Points
✓ Driver's Licence	40 Points	✓ Bank/Credit Card Statement	25 Points
✓ 18+ Card	40 Points	✓ 3 Recent Payslips and/or Centrelink Income Statement	
✓ Other Government ID	40 Points	✓ Rates Notice (If you own your own home)	

**APPLICANTS TO READ AND COMPLETE BEFORE SUBMITTING APPLICATION**

- ✓ I understand that if this Application is approved then within 24 hours of notification of approval, all Applicants are to sign the General Tenancy Agreement and pay full bond and 2 weeks rent.
- ✓ Please stipulate if you are applying for a bond loan – YES / NO
- ✓ Do you have any Tenancy Applications on other properties with other agencies? – YES / NO
- ✓ PAYMENT OF RENT – Northern Realty Pty Ltd does not accept cash or money orders in our office. If you wish to pay via one of these options, you can go into a National Australia Bank (NAB) branch and deposit it into our account (bank account details can be provided). You can also pay via Direct Deposit using internet banking or by Bank Cheque.
- ✓ I wish to apply for the above property for a tenancy period of \_\_\_\_\_ months, at \$\_\_\_\_\_ per week commencing on \_\_\_\_\_.

**APPLICANTS CHECKLIST**

- ✓ Attached copies of all identification.
- ✓ Applicant has inspected the property both internally and externally.
- ✓ Completed application in full including cover page and privacy disclosure.
- ✓ Applicant has been given a copy of the Form 18A General Tenancy Agreement.

*APPLICANT DETAILS*

Full Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Smoker – YES / NO  
Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_  
Driver's License: \_\_\_\_\_ Vehicle Registration: \_\_\_\_\_  
State of Registration: \_\_\_\_\_ Make & Model: \_\_\_\_\_

Will dependants reside at the property? YES / NO

If "YES" please list names & ages: \_\_\_\_\_  
\_\_\_\_\_

Do you have any pets? YES / NO

1. Name: \_\_\_\_\_ Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_  
Registration #: \_\_\_\_\_ Desexed: YES / NO Vaccinated: YES / NO  
2. Name: \_\_\_\_\_ Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_  
Registration #: \_\_\_\_\_ Desexed: YES / NO Vaccinated: YES / NO

\*\*Proof of Council Registration must be supplied with completion of Pet Application\*\*

**PROFESSIONAL REFERENCES**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**CURRENT TENANCY DETAILS**

Address: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_ Weekly Rent \$ \_\_\_\_\_ Business: \_\_\_\_\_ Ph.: \_\_\_\_\_  
Period of occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Was your bond refunded in full? YES / NO  
If Not, Why? \_\_\_\_\_



## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principals. 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 Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

### COLLECTION NOTICE

The personal information you provide in this application on our Agency collects from other sources is necessary for Northern Realty Pty Ltd to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy may be disclosed for the purpose for which it was collected to other parties including Lessor, Referees other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or the Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. 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 one month 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 acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Northern Realty Pty Ltd, I authorise Northern Realty Pty Ltd to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Northern Realty Pty Ltd subscribes. I can refer to their Privacy Disclosure Statements via; [www.tica.com.au](http://www.tica.com.au)

I authorised Northern Realty Pty Ltd to refer my name and contact details to an arranger to service provider including tradespeople (to attend to work required at this 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.

### MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg. Properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Northern Realty Pty Ltd to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

### ELECTRONIC TRANSMISSION

- It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email and the method of receiving advice or notification by SMS is accepted.

### Acknowledge and consent by applicant

Applicants Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_