



RENTAL TENANCY APPLICATION FORM

One application Per Person – Please refer to the Terms and Conditions before making Application.

Only 100% complete applications will be accepted and processed.

Property Address
Requested commencement date of Tenancy
Tenancy END Date and/or Requested Term of Tenancy
Rental property amount per week \$

Full Name of Applicant		Date of Birth	
Business Hours Phone		Mobile	
Current Residential Address			
Email			
Contact details to confirm current living arrangements (please circle) Lessor/ Agent/ Other			
Name		Phone/Mobile	
Previous Residential Address			
Contact details to confirm previous living arrangements (please circle) Lessor/ Agent/ Other			
Name		Phone/Mobile	
Names of Occupants/ Dependants who will reside at the property			
1	2		
3	4		
Is anyone applying or going to reside at the property a smoker?			Yes/No
Do you have any pets? Yes/No		IF yes, Pet Type	
Number of Pets		Breed Desexed Yes/No	
Council Registration #		Colour photo provided Yes/No	
Personal References (cannot be relatives, partner or other people applying with you)			
1. Name		Business Hours Phone	
POSTAL Address			
2. Name		Business Hours Phone	
POSTAL Address			
Next of Kin (contact in case of emergency or extenuating circumstances)			
Name		Phone/Mobile	
POSTAL Address			
Employment/ Income (please indicate by circling or ticking below) - Part Time/ Full Time/			
Contractor/ Not employed/ Self-employed/ Student			
Weekly net income \$			

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E: sue@ritechoiceproperty.com.au

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Name of Employer	Payroll Contact Name	
Phone		
Length of Time at Current Employment	Months	Years
If a student (please circle)	Name of University/ Tafe/ College/ Other	
Student ID 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	
Please register us with connectnow for utility services	connection	
Yes/No	Initial	

TERMS AND CONDITIONS

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, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time.

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to 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 that if I have any questions about the tenancy or the application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement 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 may include carpet cleaning requirement plus, pest control and water charging.

I understand that 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, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will 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 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 within 4 weeks 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. To review our agency privacy policy, please contact our office to request a copy.

I have read, understood and agreed to the above information

I have read, understood and agreed to the above information					
Name:		Signature:		Date:	

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