

TENANT APPLICATION INFORMATION

Applications will not be processed unless **ALL** information is supplied.

Processing of your application **WILL NOT COMMENCE** until **ALL** supporting documents are received.

Each applicant must complete **ALL** details on this form.

OFFICE HOURS

Our office hours are Monday to Friday 9:00am – 5:00pm.

PHOTO IDENTIFICATION

When returning your application, you must submit at least One form of photo ID and statement of income; See below:

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit at least 1 primary and 1 secondary supporting document with your application. Your application will not be processed if all documents are not provided. Our office will require you to submit a minimum of 100 points for your application to be considered, proof of income must be supplied.

100 POINT CHECK – if you are unable to meet criteria, please speak with the Property Manager **Please tick**

		Primary				Secondary				Other Identification	
1 st	2 nd	Points	Documents	1 st	2 nd	Points	Documents	1 st	2 nd	Points	Documents
		60	Driver's License			40	Birth Certificate			20	Council Rates Notice
		50	Passport			40	Certificate of Australian citizenship			10	Current Motor Vehicle Rego Papers
		50	Proof of Age			40	Marriage certificate			10 ea	Phone/Energy/Gas Bill/s
						30	Medicare Card			20	Key/Credit Card

Please tick

Photo Identification (18+ card, proof of age card, drivers' licence, University or TAFE card, passport) ***MANDATORY REQUIREMENT**

Proof of income (pay slips + bank statements, employment letter, Centrelink letter) ***MANDATORY REQUIREMENT**

Other Identification (Medicare card, bank card, pensioner card)

Proof of current address (phone bill, electricity account, lease agreement, council rate notice) Written References (personal, rental references, employment)

PROCESSING AN APPLICATION

In most instances we are able to process your application within two working days & advise you by SMS or Phone Call of the outcome. If we are unable to contact all of your referees this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved, we will formally contact you by phone followed by an email with your payment information, a copy of your Standard Terms & Conditions, Body Corporate by Laws (if applicable). It is important that you carefully read these documents prior to taking up the tenancy. If you cannot provide our office with an email address, we will ask you to come in and collect this information.

PAYMENT OF HOLDING DEPOSIT 1 WEEKS RENT

Once the application has been approved you will be required to pay One (1) weeks rent within 24 hours of approval to secure the property. Personal cheques will not be accepted. The property will not be secured for you until this payment has cleared. In the event that you withdraw from the tenancy after the one week's rent has been paid, you will *forfeit* your holding deposit.

APPLICATION FOR RESIDENTIAL TENANCY

Property Address: _____

Have you inspected the property?

DATE INSPECTED:

Do you need assistance with utility connections?

First Applicant Full Name:		D.O.B.:
Drivers Licence No/18+:	Email:	Mobile No:
Relation to Applicant 2	Work Email:	Home No:
Second Applicant Full Name:		D.O.B.:
Drivers Licence No/18+:	Email:	Mobile No:
Relation to Applicant 1	Work Email:	Home No:

Other Occupants (Full names & D.O.B of all other occupants under 18):

All Applicants, other than those names in 1 and 2 above, complete as separate Application Form.

NAME	RELATION	D.O.B	AGE

Pets (List any pets owned):

Name	Inside, outside or both	Type – Cat/Dog etc	Breed	Age

Vehicles (Total number of vehicles to be kept at the premises)

Car Registration No:	Model:	Car Owned/Company/hire purchase
Car Registration No:	Model:	Car Owned/Company/hire purchase

Rental History

		First Applicant		Second Applicant	
		YES	NO	YES	NO
1	Are you in any debt to another lessor or agent?				
2	Is there any reason known to you that would affect your rent payment?				
3	Was your rental bond at your last address refunded in full?				
If you have answered YES to questions 1 & 2, please give reason/s:					
If you have answered NO to question 3, please give reason/s:					



First Applicant Current Address:		<i>Mortgage Per Week:</i>	<i>Rent Per Week:</i>
<i>Period of Occupancy:</i>		<i>Reason for Leaving:</i>	
<i>Lessor or Managing Agent:</i>		<i>Phone No:</i>	<i>Email:</i>
First Applicant Previous Address:		<i>Mortgage Per Week:</i>	<i>Rent Per Week:</i>
<i>Period of Occupancy:</i>		<i>Reason for Leaving:</i>	
<i>Lessor or Managing Agent:</i>		<i>Phone No:</i>	<i>Email:</i>
First Applicant Occupation:		<i>Period of Employment:</i>	<i>Net weekly income:</i>
<i>Employer:</i>	<i>Phone No:</i>	<i>Fax No:</i>	<i>What day are you paid?</i>
<i>Address:</i>		<i>FULL TIME</i>	<i>PART TIME</i> <i>CASUAL</i> (<i>hours per week</i>)
<i>Self-Employed / Business Name:</i>	<i>Phone No:</i>	<i>Fax No:</i>	<i>No Years Trading:</i>
<i>Address:</i>		<i>ABN:</i>	<i>Net weekly income:</i>
First Applicant Previous Occupation <i>(If Less than 6month):</i>		<i>Period of Employment:</i>	<i>Net weekly income:</i>
<i>Employer:</i>	<i>Position:</i>	<i>Phone No:</i>	<i>Fax No:</i>
<i>Address:</i>		<i>FULL TIME</i>	<i>PART TIME</i> <i>CASUAL</i> (<i>hours per week</i>)
First Applicant Personal Referees <i>(Do not include relatives):</i>			
<i>Name:</i>	<i>Relationship:</i>	<i>Address</i>	<i>Mobile:</i>
<i>Name:</i>	<i>Relationship:</i>	<i>Address</i>	<i>Mobile:</i>
First Applicant Emergency Contact <i>(Name of relatives or other persons to contact in case of emergency):Do not use other occupants of this application</i>			
<i>Name:</i>		<i>Address</i>	
<i>Relationship:</i>		<i>Contact No's:</i>	



Second Applicant Current Address:	<i>Mortgage Per Week:</i>	<i>Rent Per Week:</i>
<i>Period of Occupancy:</i>	<i>Reason for Leaving:</i>	
<i>Lessor or Managing Agent:</i>	<i>Phone No:</i>	<i>Email:</i>

Second Applicant Previous Address:	<i>Mortgage Per Week:</i>	<i>Rent Per Week:</i>
<i>Period of Occupancy:</i>	<i>Reason for Leaving:</i>	
<i>Lessor or Managing Agent:</i>	<i>Phone No:</i>	<i>Email:</i>

Second Applicant Occupation:		<i>Period of Employment:</i>	<i>Net weekly income:</i>
<i>Employer:</i>	<i>Phone No:</i>	<i>Fax No:</i>	<i>What day are you paid?</i>
<i>Address:</i>		<i>FULL TIME PART TIME CASUAL (hours per week)</i>	
<i>Self-Employed / Business Name:</i>	<i>Phone No:</i>	<i>Fax No:</i>	<i>No Years Trading:</i>
<i>Address:</i>		<i>ABN:</i>	<i>Net weekly income:</i>
Second Applicant Previous Occupation <i>(If Less than 6month):</i>		<i>Period of Employment:</i>	<i>Net weekly income:</i>
<i>Employer:</i>	<i>Position:</i>	<i>Phone No:</i>	<i>Fax No:</i>
<i>Address:</i>		<i>FULL TIME PART TIME CASUAL (Hours per week)</i>	

Second Applicant Personal Referees <i>(Do not include relatives):</i>			
<i>Name:</i>	<i>Relationship:</i>	<i>Address</i>	<i>Mobile:</i>
<i>Name:</i>	<i>Relationship:</i>	<i>Address</i>	<i>Mobile:</i>

Second Applicant Emergency Contact <i>(Name of relatives or other persons to contact in case of emergency):Do not use other occupants of this application</i>	
<i>Name:</i>	<i>Address</i>
<i>Relationship:</i>	<i>Contact No's:</i>

APPLICATION ACKNOWLEDGEMENT

We the applicant(s) do solemnly and sincerely declare that the information provided is true and correct and that we have supplied it of our own free will.

We understand that the completion of this acknowledgement does not constitute an offer of acceptance.

We understand that the information has been collected by Shield Management as the letting agent, for the purpose of determining whether we are an appropriate tenant for the property.

We authorise you to verify the above information, such enquiries and searches (including tenancy database searches) as you consider reasonably necessary.

We authorise any information provided in our application may be passed on to Tenancy Information Centre Australia in the event of a default occurring.

We acknowledge that any false information we provide in this application could jeopardise this application and any subsequent tenancy agreement we enter on approval by the lessor or agent.

I/We the applicant/s accept that if the application is rejected, the agent is not legally obligated to give a reason. If your application is declined your details will be held on file for one month. Following this period all details will be disposed of.

I/We declare that upon approval and acceptance of our application all monies as required must be paid in full by bank deposit, bank cheque or money order by the agreed start tenancy date.

Once the application has been approved I, We the Applicant agree to pay the one (1) weeks rent to secure the property.

THE PROPERTY WILL NOT BE HELD FOR YOU UNTIL ONE WEEKS RENT IS RECEIVED IN CLEAR FUNDS WITHIN 24HRS.

In the event that the application is successful, acceptance is communicated, and the first weeks rent is paid, but I the Applicant decide not to proceed, I agree that this money will be forfeited to your office.

Upon communication of acceptance by the Agent I agree that this tenancy shall be binding, and the application deposit will be transferred as part *bond payment*.

<i>First Applicant Full Name:</i>	<i>Second Applicant Full Name</i>
<i>Signature:</i>	<i>Signature:</i>

PRIVACY DISCLAIMER & COLLECTION NOTICE

PLEASE take the time to read this Privacy Statement Carefully and once completed, return it to this office with your Tenancy Application.

I/We have inspected the premises and wish to take a tenancy of such premises for a period of _____ months from ___/___/___ at a rental of \$ _____ per week.

I/We believe that the weekly rent to be paid is within our means.

I/We also agree to pay a Rental Bond of \$ _____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit reference, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I authorise the agent to give information to the lessor of the property, credit providers and references named in this application and I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant agrees, that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents or other agents.

IMPORTANT PRIVACY NOTICE: The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to lessors & lessors' agents, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

We also collect your personal information to:

- Enable us to gain information from your previous Lessors Agents/Lessors.
- Enable us to prepare the Tenancy documents for the premises.
- Allow Tradespeople/Organisations to contact you in relation to maintenance matters relating to the premises.
- Pay/release Rental bonds to/from the Residential Tenancy Authority.
- Refer to Tribunals, Courts and Statutory Authorities where necessary.
- Refer to Lessor's Mortgagee/Insurer.
- Report your conduct as a Tenant on the TICA Default Tenancy Control Pty Ltd Data Base.

Please be aware that if your personal information is not provided to us and if you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out duties as professional Property Managers. Consequently, we then cannot offer you with a tenancy for the premises you have applied for.

Every Applicant Must Sign to Consent.

First Applicant Full Name:	Second Applicant Full Name
Signature:	Signature: