

## Rental Pre-Application Important Information



To All New Tenants,

Before viewing any of the available rental properties that are managed by our agency you are required to complete the following pre-application form and provide us with identification verification details, rental reference details and employment details.

Please fill in as much information as possible on the attached forms and return the forms to our office either in person, by fax or email.

We will then contact your rental references to confirm your rental history, confirm your employment and check your name on the TICA and NTD Tenancy Database for the purpose of checking your tenancy history.

This process may take a few days (as we need time to be able to get hold of your references and employer) and we will get back to you as soon as we can and advise you if you have been approved to book an appointment to view the available rental properties.

**Please note that we do not and will not give out the addresses of vacant rental properties for security reasons.**

**After you have viewed and selected a property:**

Once you have viewed and selected a suitable rental property we will then submit your application onto the owner of the property who will advise us if they accept or reject your application to lease the property.

Please be aware that landlords are NOT required to give a reason for rejecting your application and it is up to you to ensure that you provide us with suitable references who we are able to speak too and that your rental history demonstrates that you are a suitable tenant for the rental property (able to pay rent, maintain the rental property to a good standard and under your obligations under the lease agreement).

**PLEASE RETURN THIS FORM TO OUR OFFICE**

**FAX IT BACK TO: 9574 4081**

**OR EMAIL TO: [toodyayrentals@iinet.net.au](mailto:toodyayrentals@iinet.net.au)**

**Advice of usual use of Tenancy Database** - This agency and staff **WILL USE TICA** (Tenancy Information Centre Australia) **AND NTD** (National Tenancy Database) for the purpose of checking the Applicant's tenancy history and to assist in deciding whether a residential tenancy agreement should be entered into with this person. Please sign below to acknowledge the use of these tenancy databases for the purpose of checking your application (see over for further details):

**Lease Applicant 1 - Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Lease Applicant 2 - Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Rental Pre-Application Names of Applicants

**NOTE:** You will not be able to view any available rental properties without providing our agency with the following information.

## DETAILS OF RENTAL REQUIRED:

**Details of who will be living at the rental premises:**

How many adults? \_\_\_\_\_

How many kids? \_\_\_\_\_ Age of children \_\_\_\_\_

**Names of all applicants who will be signing the lease:**

Applicant 1 \_\_\_\_\_

Applicant 2 \_\_\_\_\_

**Names of all applicants who will be living at the rental premises but who will not be signing the lease agreement:**

### Adults

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Car Rego \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Car Rego \_\_\_\_\_ Phone # \_\_\_\_\_

### Children

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

**FURTHER DETAILS about your application:**

Length of lease requested \_\_\_\_\_

**Moving details:**

When do you need to move by? \_\_\_\_\_

Why do you need to leave your current home? \_\_\_\_\_

\_\_\_\_\_

Why do you want to move to Toodyay/Merredin? \_\_\_\_\_

\_\_\_\_\_

Are you aware that Toodyay is a Bush Fire Risk Area? \_\_\_\_\_

Have you lived on a rural property before? \_\_\_\_\_

**What pets do you have?** You must provide these details.

Name of pet \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Name of pet \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Name of pet \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Is there any other information you would like to tell us?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Rental Pre-Application      Personal Details

## Personal Details of Applicant 1

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Drivers License# \_\_\_\_\_ State Issued \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Vehicle Type \_\_\_\_\_ Vehicle Rego \_\_\_\_\_

Current Home Address \_\_\_\_\_

Are you renting privately or through an agency or are you a home owner? \_\_\_\_\_

Are you a smoker? \_\_\_\_\_

### **Emergency Contact Details:**

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Phone Number \_\_\_\_\_

**Privacy** The personal information you give in this application or that is collected from other sources is necessary for the Agent to verify your identity, to process and evaluate your application and to conduct the Agent's business. Personal information collected about you in this application and during the course of the tenancy, if you enter into a lease agreement, may be disclosed for the purpose for which it was collected to other parties including to the Owner, your referees, other Agents, third party operators of tenancy databases and if necessary prospective buyers of the rental property. Information already held on the tenancy reference databases may also be disclosed to the Agent or Owner of the rental property which you choose to apply for. If you would like to access the personal information held by the Agent you can do so by contacting the Agent. If you fail to provide the information requested in this pre-application the Agent may not be able to process this application and you will be denied access to view available rental properties.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Rental Pre-Application Personal Details

## Personal Details of Applicant 2

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Drivers License# \_\_\_\_\_ State Issued \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Vehicle Type \_\_\_\_\_ Vehicle Rego \_\_\_\_\_

Current Home Address \_\_\_\_\_

Are you renting privately or through an agency or are you a home owner? \_\_\_\_\_

Are you a smoker? \_\_\_\_\_

### **Emergency Contact Details:**

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Phone Number \_\_\_\_\_

**Privacy** The personal information you give in this application or that is collected from other sources is necessary for the Agent to verify your identity, to process and evaluate your application and to conduct the Agent's business. Personal information collected about you in this application and during the course of the tenancy, if you enter into a lease agreement, may be disclosed for the purpose for which it was collected to other parties including to the Owner, your referees, other Agents, third party operators of tenancy databases and if necessary prospective buyers of the rental property. Information already held on the tenancy reference databases may also be disclosed to the Agent or Owner of the rental property which you choose to apply for. If you would like to access the personal information held by the Agent you can do so by contacting the Agent. If you fail to provide the information requested in this pre-application the Agent may not be able to process this application and you will be denied access to view available rental properties.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Rental Pre-Application - Rental History

## Information on your previous rental history

Applicant Name/s \_\_\_\_\_

Is your current address a rental property? \_\_\_\_\_

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

Move in date? \_\_\_\_\_ Vacate date? \_\_\_\_\_

What is the rent paid at this address? \_\_\_\_\_

Name or Owner or Property Manager: \_\_\_\_\_

Phone Number of Owner or Real Estate Agent: \_\_\_\_\_

Why are you leaving this address? \_\_\_\_\_

### Previous rental address details?

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

Move in date? \_\_\_\_\_ Vacate date? \_\_\_\_\_

What is the rent paid at this address? \_\_\_\_\_

Name or Owner or Property Manager: \_\_\_\_\_

Phone Number of Owner or Real Estate Agent: \_\_\_\_\_

Why did you leave this address? \_\_\_\_\_

*If you owned your own home then please enter the address  
and state that you were the home owner (or you sold the home etc).*

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

# Rental Pre-Application Employment Information

## Information on your employment

### **Applicant 1 - Your employment details:**

Current Occupation \_\_\_\_\_

Employer Name \_\_\_\_\_

How long have you been working for this employer \_\_\_\_\_

Your current wage is \_\_\_\_\_ Weekly/Fortnightly/Monthly

Employer Contact Name \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

*We will contact your employer to confirm your employment details.*

If you have been with this employer for less than 12 months where did you work previously and for how long? \_\_\_\_\_

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Applicant 2 - Your employment details:**

Current Occupation \_\_\_\_\_

Employer Name \_\_\_\_\_

How long have you been working for this employer \_\_\_\_\_

Your current wage is \_\_\_\_\_ Weekly/Fortnightly/Monthly

Employer Contact Name \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

*We will contact your employer to confirm your employment details.*

If you have been with this employer for less than 12 months where did you work previously and for how long? \_\_\_\_\_

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Tenant Id Verification Requirements

Real Estate Agents are now required to confirm the identification of all of our clients (for sales listings, landlords and tenants).

This security measure has been implemented mainly to protect the owners of properties however this security measure may also be applied to tenants to protect your privacy in regards to lease agreements for rented premises.

Tony Maddox Real Estate now requires all tenants to provide three forms of identification before signing a lease agreement.

Copies of your identification will be held on file (electronically) to ensure that if we ever need to confirm your identity we can be assured that we are talking to the correct person when providing information regarding your lease.

There are many forms of acceptable identification:

Birth Certificate – Drivers License – Work Id Card with photo – Credit Card – Medicare Care Card – Phone Bill – Citizenship Certificate – Health Care Card – Student Id Card with photo – Bank Card – HBF Card – Trade License

**Confirming your identity:** If we are ever contacted by someone (by phone or email or letter) who is requesting information in regards to your lease agreement and we are concerned that we might not be speaking to the correct person, we will ask you to confirm your personal details such as date of birth, drivers license number, Medicare or HBF card number or other details which we are able to confirm from the copies of your identification held on file in our office.

We thank you for your understanding and attention to this matter.