

TENANCY APPLICATION

PROPERTY _____ **RENTAL \$** _____

Title _____ Given names _____ Surname _____

Current address _____ Phone _____

Current estate agent/landlord _____ Phone _____

Weekly rental paid \$ _____ How long at this address _____ months/years

Reason for leaving _____

Previous address _____

Previous estate agent/landlord _____ Phone _____

Occupation/course of study _____ Net income \$ _____

Current employer _____ Period of employment _____

Address _____ Phone _____

Is there any other source of income? yes/no (if yes state below)

Date of birth _____ Driver's license no. _____

Car make _____ Registration no. _____

Number of people to occupy property _____ adults _____ children _____ age of children _____

Pets (type) _____

Preferred lease term 6 months 12 months other Preferred commencement date _____

Contact number for application _____ email _____

REFERENCES (attach written references, if any)

Name	Relationship to applicant	Contact phone number
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1. _____

2. _____

NEXT OF KIN

Name _____ Address _____

Phone no. Home _____ Mobile _____ Work _____

Relationship to applicant _____



Please note: A separate application must be completed for each individual. The information supplied in this form will be kept strictly confidential. If the application is unsuccessful this form will be destroyed.

Top Lane

TENANCY APPLICATION

PHOTOCOPY ID HERE
(ID ESSENTIAL)

CREDIT CARD PAYMENTS

Rental Payments via Credit Card are available in this office via  and  reminders.
(Please note that there is a small convenience fee charged for the use of the system.)

These fees are charged by a third-party payment processor – Rental Rewards)

The fees for the convenience of using the services are:

- Set & Forget Direct Debit or Tenant Initiated (SMS/Email YesPay or WebPay)
- Credit Card: 1.45% for Visa & Mastercard 1.25% for all Corporate & Premium Cards Visa/Mastercard, 3% for International
 - Visa/Mastercard and 2.53% for AMEX & Diners
 - Bank Account: \$2.50
 - BPAY: \$2.75 (internet banking using Rental Rewards Biller and Reference)

PLEASE NOTE:

1. The security deposit must be paid separately by bank cheque made payable to the Residential Tenancies Bond Authority.
2. Initial rental payment must be paid separately by bank cheque. Please note that our office does not accept any cash payments.
3. Keys will not be handed over until the Tenancy Agreements & Bond Lodgement Forms have been signed by all parties and all monies paid.

TENANT PRIVACY STATEMENT

As professional property managers we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry out this role and during the term of your tenancy, your personal information may be disclosed to:

- the landlord
- the landlord's lawyers or mortgagee
- referees/next of kin you have nominated
- organisations/tradespeople required to carry out maintenance to the premises
- rental bond authority
- residential tenancy tribunals/courts
- collection agents
- national tenancy databases
- other real estate agents and landlords

APPLICANTS SIGNATURE _____ DATE _____

OFFICE USE ONLY:

Lease term _____

Possession date _____ Letting fee \$ _____

Rental per week _____ Advertising \$ _____

Rental per month _____ Reneging fees \$ _____