



**APPLICATION FOR TENANCY**

**PREMISES:**.....RENT:.....  
**LEASE COMMENCEMENT DATE:**..... **(MUST BE FILLED IN no ASAP accepted)**  
**PERIOD:**.....months.  
**NUMBER OF OCCUPANTS:** Adults:.....Children/Age:.....  
**DO YOU HAVE OR INTEND TO HAVE ANY PETS?** YES / NO .....  
**SMOKERS:** YES / NO

**APPLICANT:**  
**SURNAME:**.....**GIVEN NAMES:**.....  
**CURRENT ADDRESS:**.....  
**EMAIL:**.....  
**DATE OF BIRTH:**.....  
**PHONE:** HOME:..... BUSINESS:..... MOBILE:.....  
**DRIVERS LICENCE NO:**..... **CAR REGISTRATION NO:**.....

**EMPLOYMENT HISTORY:**  
**CURRENT:**  
**OCCUPATION:**.....**COMPANY NAME:**.....  
**BUSINESS ADDRESS:**.....  
**MANAGER:**..... **PHONE/EMAIL:**.....  
**PERIOD EMPLOYED:**..... **NATURE OF EMPLOYMENT:** FULL TIME / PART TIME / CASUAL

**PREVIOUS:**  
**OCCUPATION:**.....**COMPANY NAME:**.....  
**BUSINESS ADDRESS:**.....  
**MANAGER:**..... **PHONE/EMAIL:**.....  
**PERIOD EMPLOYED:**..... **NATURE OF EMPLOYMENT:** FULL TIME / PART TIME / CASUAL

**TENANCY HISTORY:**  
**CURRENT:**  
**PRIVATE/AGENT:**.....  
**ADDRESS OF PREMISES:**.....**RENT:** \$.....per week  
**CONTACT:**..... **PHONE:**.....**PERIOD OF TENANCY:**.....

**PREVIOUS:**  
**PRIVATE/AGENT:**.....  
**ADDRESS OF PREMISES:**.....**RENT:** \$.....per week  
**CONTACT:**..... **PHONE:**.....**PERIOD OF TENANCY:**.....



**REFERENCES:** (NOT ALREADY INCLUDED IN APPLICATION)

1.....RELATIONSHIP.....  
2.....RELATIONSHIP.....

**RELATIVE TO BE NOTIFIED IN AN EMERGENCY (not living with you):** RELATIONSHIP:.....

NAME:..... ADDRESS:.....

PHONE: Private:..... Business:..... Mobile:.....

**PAYMENTS FOR DEPOSITS OR INITIAL LEASE PAYMENTS ARE ACCEPTED BY BANK CHEQUE, MONEY ORDER OR BPAY TRANSFER ONLY - CASH WILL NOT BE ACCEPTED.**

**PRIVACY STATEMENT:**

I, \_\_\_\_\_ **the Applicant**, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the **premises** \_\_\_\_\_ and wish to take a tenancy for such premises **for a period of** \_\_\_\_\_ **weeks, at a rental of \$** \_\_\_\_\_ **per week** and that the rental to be paid is within my means.

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 in the application during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment and personal referees, as well as to tradespeople, owners' corporations, government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases and to a third parties as required or authorized by law. Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. If the Applicant enters in to 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.

If the Applicant would like to access to personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct the information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

**SUPPORTING DOCUMENTS NEEDED:**

- Driver's license / Passport
- Medicare / private health fund card
- Bank card
- Last 2 pay slips
- Last energy / phone bill
- Bank statement
- Rent Ledger
- Birth / Marriage certificate

SIGNATURE OF APPLICANT:.....DATE:.....