



TENANCY APPLICATION

Property Address Applied for:		Date Property Inspected:
Lease commencement date:	Lease Term:	How many people will normally occupy the property: ___ Adults ___ Children
Rent per Week:	Bond (4 weeks rent):	Total Payable (6 weeks):
\$ _____	\$ _____	\$ _____

IMPORTANT INFORMATION

Applications **WILL NOT** be processed until the application form is complete and the following supporting documents are provided by each applicant.

- **Proof of your current income** – i.e. Your most recent payslips (2 to 4 payslips are required) or if you are self-employed, please provide your accountants details or a copy of your latest tax assessment.
- **Identification which totals 100 points**, one must be photo ID (refer to table below)
- **If you are a current home owner** and have never rented before, proof of ownership must be provided i.e. a copy of your rates notice.
- **If you are over the age of 18** and will be residing at the property, but do not wish to be on the lease, you must still fill out the application form to be an approved occupant.

IDENTIFICATION

Type	Points	Type	Points	Type	Points
Drivers Licence	40	Previous Tenancy Agreement	20	Medicare Card	10
Passport	60	Birth Certificate	10	Healthcare Card	15
Proof of Age Card	40	Electricity/Telephone account	15	Council or Water Rates	15

An application will not be processed unless the property has been inspected inside.

The property will remain on the market until a lease has been signed and initial rent and bond have been received.

If your application is successful: You will be asked to sign a lease within 24 hours, or at another time agreed by both parties. All relevant parties must be present at the time of signing the lease. We do not do lease sign ups on weekends.

Bond & 2 weeks rent must be paid before the keys are handed over for the property. The payment can be made via Direct Debit, Bank Cheque or Money Order. We do NOT accept cash or personal cheques.

If your application is not successful: You will be notified by phone or email and your application form will be destroyed. We are most of the time not given a reason as to why you were not successful

Please return completed applications along with supporting documents to teena.pescini@allaboutrealestate.net.au



APPLICANT 1

PERSONAL DETAILS			
Full Name:		Date of Birth:	
Mobile:	Home:	Work:	
Email:			
Drivers Licence Number & State:		Passport Number:	
Applications pending on other properties? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you currently own a property? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you smoke? YES <input type="checkbox"/> NO <input type="checkbox"/>	
HISTORY			
CURRENT ADDRESS			
Address:		How long have you lived at this address? ____ Years ____ Months	
Why are you leaving this address?		Weekly rent paid:	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
PREVIOUS ADDRESS			
Address:		How long did you live at this address? ____ Years ____ Months	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
Weekly Rent Paid:	Was your bond refunded in full? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, why not?	
EMPLOYMENT HISTORY			
CURRENT EMPLOYMENT			
Occupation:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual		
Employer:	Contact Name:		
Employer Address:	Phone Number:		
Length of employment: ____ Years ____ Months	Weekly Income:		
PREVIOUS EMPLOYMENT			
Occupation:	Employer:	Length of employment: ____ Years ____ Months	
CONTACTS / REFERENCES			
EMERGENCY CONTACT			
Name:	Relationship to you:	Phone Number:	
REFERENCES (not family)			
Name:	Relationship to you:	Phone Number:	
Name:	Relationship to you:	Phone Number:	
SUPPORTING DOCUMENTS PROVIDED			
<input type="checkbox"/> Proof of Income	<input type="checkbox"/> Photo ID	<input type="checkbox"/> Other ID	<input type="checkbox"/> Additional Documents (if required)



APPLICANT 2

PERSONAL DETAILS			
Full Name:		Date of Birth:	
Mobile:	Home:	Work:	
Email:			
Drivers Licence Number & State:		Passport Number:	
Applications pending on other properties? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you currently own a property? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you smoke? YES <input type="checkbox"/> NO <input type="checkbox"/>	
HISTORY			
CURRENT ADDRESS			
Address:		How long have you lived at this address? ____ Years ____ Months	
Why are you leaving this address?		Weekly rent paid:	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
PREVIOUS ADDRESS			
Address:		How long did you live at this address? ____ Years ____ Months	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
Weekly Rent Paid:	Was your bond refunded in full? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, why not?	
EMPLOYMENT HISTORY			
CURRENT EMPLOYMENT			
Occupation:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Employer:		Contact Name:	
Employer Address:		Phone Number:	
Length of employment: ____ Years ____ Months		Weekly Income:	
PREVIOUS EMPLOYMENT			
Occupation:		Employer:	Length of employment: ____ Years ____ Months
CONTACTS / REFERENCES			
EMERGENCY CONTACT			
Name:		Relationship to you:	Phone Number:
REFERENCES (not family)			
Name:		Relationship to you:	Phone Number:
Name:		Relationship to you:	Phone Number:
SUPPORTING DOCUMENTS PROVIDED			
<input type="checkbox"/> Proof of Income	<input type="checkbox"/> Photo ID	<input type="checkbox"/> Other ID	<input type="checkbox"/> Additional Documents (if required)



APPLICANT 3

PERSONAL DETAILS			
Full Name:		Date of Birth:	
Mobile:	Home:	Work:	
Email:			
Drivers Licence Number & State:		Passport Number:	
Applications pending on other properties? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you currently own a property? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you smoke? YES <input type="checkbox"/> NO <input type="checkbox"/>	
HISTORY			
CURRENT ADDRESS			
Address:		How long have you lived at this address? ____ Years ____ Months	
Why are you leaving this address?		Weekly rent paid:	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
PREVIOUS ADDRESS			
Address:		How long did you live at this address? ____ Years ____ Months	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
Weekly Rent Paid:	Was your bond refunded in full? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, why not?	
EMPLOYMENT HISTORY			
CURRENT EMPLOYMENT			
Occupation:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Employer:		Contact Name:	
Employer Address:		Phone Number:	
Length of employment: ____ Years ____ Months		Weekly Income:	
PREVIOUS EMPLOYMENT			
Occupation:		Employer:	Length of employment: ____ Years ____ Months
CONTACTS / REFERENCES			
EMERGENCY CONTACT			
Name:	Relationship to you:	Phone Number:	
REFERENCES (not family)			
Name:	Relationship to you:	Phone Number:	
Name:	Relationship to you:	Phone Number:	
SUPPORTING DOCUMENTS PROVIDED			
<input type="checkbox"/> Proof of Income	<input type="checkbox"/> Photo ID	<input type="checkbox"/> Other ID	<input type="checkbox"/> Additional Documents (if required)



APPLICANT 4

PERSONAL DETAILS			
Full Name:		Date of Birth:	
Mobile:	Home:	Work:	
Email:			
Drivers Licence Number & State:		Passport Number:	
Applications pending on other properties? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you currently own a property? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you smoke? YES <input type="checkbox"/> NO <input type="checkbox"/>	
HISTORY			
CURRENT ADDRESS			
Address:		How long have you lived at this address? ____ Years ____ Months	
Why are you leaving this address?		Weekly rent paid:	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
PREVIOUS ADDRESS			
Address:		How long did you live at this address? ____ Years ____ Months	
Name of Landlord/Agent:	Landlord/Agent Contact number:	Landlord/Agent Email:	
Weekly Rent Paid:	Was your bond refunded in full? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, why not?	
EMPLOYMENT HISTORY			
CURRENT EMPLOYMENT			
Occupation:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Employer:		Contact Name:	
Employer Address:		Phone Number:	
Length of employment: ____ Years ____ Months		Weekly Income:	
PREVIOUS EMPLOYMENT			
Occupation:		Employer:	Length of employment: ____ Years ____ Months
CONTACTS / REFERENCES			
EMERGENCY CONTACT			
Name:	Relationship to you:	Phone Number:	
REFERENCES (not family)			
Name:	Relationship to you:	Phone Number:	
Name:	Relationship to you:	Phone Number:	
SUPPORTING DOCUMENTS PROVIDED			
<input type="checkbox"/> Proof of Income	<input type="checkbox"/> Photo ID	<input type="checkbox"/> Other ID	<input type="checkbox"/> Additional Documents (if required)



ADDITIONAL INFORMATION

Have you applied for NT Housing Accommodation, DHA or Police? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do any applicants smoke? YES <input type="checkbox"/> NO <input type="checkbox"/> (NB: smoking is not permitted inside the property)
Would you like to attend the Ingoing Condition Report? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been evicted from a premise? YES <input type="checkbox"/> NO <input type="checkbox"/> (if yes please provide details)
Are you currently in debt to any landlord or agent? YES <input type="checkbox"/> NO <input type="checkbox"/> (if yes please provide details)

ADDITIONAL OCCUPANTS

Please provide details for ALL OTHER persons who will be residing at the property

Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:

PETS

Do you intend to keep pets at the premises? **YES** **NO**

Pet 1:	Type of Animal:	Age:	Breed:	Is it registered? YES <input type="checkbox"/> NO <input type="checkbox"/>
Pet 2:	Type of Animal:	Age:	Breed:	Is it registered? YES <input type="checkbox"/> NO <input type="checkbox"/>

IF YOU ARE IN THE DEFENCE FORCE

Is the Defence clause applicable to you? **YES** **NO**

The defence clause applied to all defence members that allows them to be let out of a lease with 28 days' notice, should they be posted to another location. A copy of your posting order must be provided.

Copy of Defence ID attached -



PRIVACY STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. Personal information collected about you in this form will be used to assess your application for a residential tenancy. We may need to collect information about you from your previous lessor or agents, your current or previous employer and your referees. We may disclose personal information about you to the owner of the property to which this application applies. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and landlord’s insurers. We may also send personal information about you to owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer.

DECLARATION

I the applicant acknowledge that I have read the Privacy Disclose Statement. I authorise the agent to collect information about me from:

- 1. My previous letting agents and/or landlords.
- 2. My personal referees and employers
- 3. Any Tenancy Default Database which may contain personal information about me.

I also authorise the agent to disclosed details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD).

I authorise the Landlord/Agent to disclose my personal information in order to:

- 1. Communicate with the owner and select a tenant
- 2. Prepare lease/tenancy documents
- 3. Allow organizations /trades people to contact me
- 4. Lodge/claim/transfer to/from a Bond Authority
- 5. Refer to collection agents/lawyers (where applicable in the future)

I, the applicant hereby offer to rent the property from the owner under a lease to be prepared by the Agent, should this application be accepted by the Landlord.

I acknowledge that this application is subject to the approval of the owner/lessor and I am required to pay rent and a rental bond in advance.

I declare that all information contained in this application is true and correct and given of my own free will.

I have inspected the Premise and am satisfied with the current condition and cleanliness of the property

I declare that I am not bankrupt.

I agree that if the application is rejected there is no requirement for the agent to disclose any reasons for such rejection.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent can not provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Applicant 1 Name: Sign: Date:

Applicant 2 Name: Sign: Date:

Applicant 3 Name: Sign: Date:

Applicant 4 Name: Sign: Date:

