



Have you double-checked the checklist below?  
To assist in the efficient processing of your application, please ensure you have all relevant documents **photocopied.**

**BEFORE THIS APPLICATION CAN BE PROCESSED WE MUST HAVE THE FOLLOWING DOCUMENTS**

1. Proof of Identification (Must have photo & date of birth)
2. Proof of current residence (telephone bill)
3. Proof of income (wage slip/current centrelink printout)
4. 2 (two) references (not personal) – last/present landlord or agency
5. Rent Receipt ledger from current landlord/agent showing all rental transactions
6. Copy of current lease

**PERSONAL INFORMATION**

**Proposed Property:** \_\_\_\_\_

Full Name: \_\_\_\_\_ D.O.B \_\_\_\_\_  
Marital Status: \_\_\_\_\_ No. of Children: \_\_\_\_\_ Ages: \_\_\_\_\_  
Maiden name (if applicable): \_\_\_\_\_  
Car rego: \_\_\_\_\_ State: \_\_\_\_\_ Drivers license: \_\_\_\_\_ State: \_\_\_\_\_

**Current address:** \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_

**Current owner/agent:** \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous address:** \_\_\_\_\_

Phone: \_\_\_\_\_ Approx. date vacated: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_

Previous owner/agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Agents address: \_\_\_\_\_

Was bond refunded in full: YES/NO

If no, Why?

Pet type/s: \_\_\_\_\_ Registered: YES/NO

**PERSONAL REFERENCES**

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship \_\_\_\_\_ How long known: \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long known: \_\_\_\_\_

**CALCULATIONS**

Furnished/unfurnished RENT \$ \_\_\_\_\_ per \_\_\_\_\_  
Term of tenancy \_\_\_\_\_  
**Start Date** \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Bond 4 weeks @ \$ \_\_\_\_\_  
Residential tenancy preparation fee \$ \_\_\_\_\_  
Number of weeks rent in advance @ \$ \_\_\_\_\_  
Total to be paid by applicant: \$ \_\_\_\_\_

**OCCUPATION**

Current occupation \_\_\_\_\_  
Current employer \_\_\_\_\_  
If self employed, Name of business: \_\_\_\_\_  
Industry: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Period of employment: \_\_\_\_\_  
Weekly salary: \_\_\_\_\_  
If employed for less than 6 months:  
Previous employer: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUSINESS WORK REFERENCES**

- 1. Name \_\_\_\_\_  
Business/work name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
  
- 2. Name \_\_\_\_\_  
Business/work name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**OTHER RELATIVE NOT LIVING WITH YOU**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**PARENTS/GUARDIANS**

Parents/Guardians Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**DISCLAIMER/AUTHORITY**

I the said applicant/s do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and or conducting any enquiries and or searches with regard to the information and references supplied in this application. I further confirm, agree and declare:-

- 1. I have inspected the property located at: \_\_\_\_\_
  
- 2. I have of my own accord decided that I wish to rent the aforementioned property commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_.
  
- 3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ \_\_\_\_\_ per week and that this rental is within my means to support.

4. (a) I have been informed, understand and agree that the rental for the said property is to be paid every week and is to be one week in advance at all times.  
(b) I have been informed, understand and agree that the lessors agent will inspect on the property on a quarterly basis and I further warrant that I will cooperate fully to allow this inspection to be carried out on a quarterly basis.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$\_\_\_\_\_ (the equivalent of four weeks rent) and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned for finalising the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquires necessary to process my application for tenancy.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all cost of recovery associated with these proceedings shall be able to be recovered from me.
9. I further consent to the agent disclosing all personal information that they may hold for the purpose of (a) listing my name with a tenancy data base as a result of a tribunal order or multiple breach notices, (b) enforcing a tribunal order, (c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and or damage that occurred or occurs during my period of tenancy.
10. I have been informed and understand that this property is covered by the Barclay M.I.S Risk Management Plan and further consent to the agent supplying my personal information to Barclay M.I.S.
11. I have been informed, understand and agree that should this application for tenancy not be accepted, the agent is not required or obligated to disclose why, supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
12. I confirm that I have read and understand the Privacy Policy that the lessor/agent has made available to me.
13. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Date Base/s complying with the provisions of the Privacy Act.
14. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s that they use and that the agent will supply these contact details should I request the contact details.

**Applicant/s Name:** \_\_\_\_\_

**Applicant/s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_