

## Tenancy Application Form

This Application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one applicant, a separate Application Form is required for each applicant.

<b>Property Address</b>			
<b>Tenancy requirements</b>	When do you want to move in? _____/_____/_____		
<b>Your full name</b>			
<b>Your current address</b>			
<b>Your contact details</b>	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email _____		
<b>Current rental Details (if applicable)</b>	Current rent \$ _____ per week	I have lived there for _____ months	
	Agent/Landlord name _____		
	☎ Business _____		
	Why are you leaving? _____		
<b>Previous address</b>	Address: _____		
	Rent \$ _____ per week	I lived there for _____ months	
	Agent/Landlord name _____		
	☎ Business _____		
	Why did you leave? _____		
<b>Employment</b>	Current employer: _____		
	Job position _____		
	Length of employment _____	☎ Business _____	
	Contact name _____		
	Full time or part time? (Circle one)		Nett monthly income \$ _____
<b>Personal details</b>	Date of birth _____		
	Drivers licence no. _____	Passport no. _____	
	Expiry date _____	Expiry date _____	
<b>Occupancy details</b>	What is the total number of occupants who will live in this property? _____		
	Number and ages of children (if any) _____		
	Pets? Yes/No (circle one) _____		
	Number and type _____		
<b>Emergency contact details</b>	Name of contact _____		
	Address _____		
	Relationship to you _____ ☎ (Work)		
<b>Personal or business references (not relatives)</b>	<b>Name</b>	<b>Occupation</b>	<b>☎ (Work)</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>How did you find out about this property?</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Internet	<input type="checkbox"/> Sign board
	<input type="checkbox"/> Rental List	<input type="checkbox"/> Referral	<input type="checkbox"/> Window Display
	<input type="checkbox"/> Other (name)		

**I confirm the following:**

1. During my inspection of this property I found it to be in a reasonably clean condition  
Yes/No (circle one)
  2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.
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3. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases (TICA) being undertaken.

**Privacy Statement**

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per month/fortnight (strike through one that is not applicable).

I undertake to pay a Rental Bond and the first month's rent by bank cheque or money order made payable to Silver Bullet Realty upon signing the Residential Tenancy Agreement.

**Statement of Costs**

Rental Bond		\$
Rent in advance from ____/____/____ to ____/____/____		\$
	<b>Total</b>	\$

By signing this Application, I agree to all terms and conditions within this document and the Privacy Conditions and Disclosure Statements on the previous and next pages.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Agent's signature \_\_\_\_\_ Date \_\_\_\_\_

**If a holding fee is being paid on the property, the following conditions will apply**

It is hereby acknowledged:

1. That the applicant has paid a holding fee of \$ \_\_\_\_\_ equivalent to 7 days rent to reserve the premises in favour of the applicant.
2. That the premises will not be reserved for any other applicant, nor will a holding fee be received from any other applicant.
3. That should the landlord decline the application the holding fee will be refunded in full to the applicant.
4. The holding fee will be paid towards the rent for the premises.
5. That should the applicant decide not to proceed, the landlord may retain the whole amount of the holding fee.
6. That the holding fee will be banked into a trust account and any refund given will be by way of a trust account cheque. Silver Bullet Realty acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying holding fee.

**Application Verification**

The following information and documentation must be provided by each applicant. We require 100 points of identification from the list below.

**100 points of ID**

- Passport (40 points)
- Current driver's licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Medicare card (20 points)
- Credit card (20 points)
- Telephone account (10 points)
- Gas account (10 points)
- Electricity account (10 points)
- Car registration (10 points)
- Bank statement (10 points)

**Proof of income**

- Last 3 pay slips or
- Bank statement or
- If self employed – tax returns and business registration

**Proof of rental history**

- Last three rental receipts or
- Printout of tenancy history (ledger) or
- If no rental history - council rates notice

**Optional but helpful information**

- Written references from previous landlord / agent
- Written references from employer or friend

Database/identification checks (attach Database search reports)			
(Database name) date:	___/___/___	(Database name) date:	___/___/___
Comments:			
100 Point Identification check	Drivers Licence (40), Passport (40), Birth Certificate (30), Proof of age card (30), Medicare Card (20), Credit Card (20), Previous Tenancy Reference (20), Motor Vehicle Registration Certificate (10), Bank Statement (10), Telephone Account (10), Electricity Account (10), Gas Account (10)		
Date:	___/___/___	Points provided:	
Comments:			
Reference Checks			
<b>Employment</b>	Name:		
Date:	___/___/___	Telephone no.	
	Period of employment _____ years/months Full time/part time Nett income \$ _____ pm	Comments:	
<b>Tenancy</b>	Name:		
Date:	___/___/___	Telephone no.	
	How long living there? _____ years/months Rent paid on time? Yes/No Maintaining property? Yes/No Recommend? Yes/No	Comments:	
<b>Other</b>	Name:		
Date:	___/___/___	Telephone no.	
Comments:			
<b>Other</b>	Name:		
Date:	___/___/___	Telephone no.	
Comments:			
Application Submitted to Landlord			
Date:	___/___/___	Telephone no.	
	Approved? Yes/No	Comments:	
Property Manager		Date:	___/___/___