

Rental Application

Please note each applicant must complete their own form

1. Two forms of identification including one photo ID
2. Evidence of your income as stated
3. Evidence (eg. rental ledger or bank debits) to show regular on-time rental payment
4. Evidence that you have sufficient funds to pay 4 weeks rent as bond plus 2 weeks rent on commencement of your lease – bank account balance.

REQUESTED PROPERTY & APPLICANT DETAILS

Property Address:		Furnished/Unfurnished?	
Lease commencement date preferred:		Lease preferred duration	
Applicant's Name:			
Number of occupants (Adults, children, pets)			
Date of birth:	Email:		
	Phone:	Bus Hrs:	AH:
Current address:			
Passport NO/ Driver's License No.		Passport Country	

EMPLOYMENT INFORMATION

Current employer(s) & Contact Name:			
Employer address:			Length of Employment
Phone:	E-mail:		
Position:	Employment status:	Weekly/Annual income:	

INCOME

Net Weekly employment income
Net weekly income from other sources

RENTAL REFERENCES - please provide your rental statement(s)

Current landlord/managing agent Or Property manager's name	Phone:
Address of rental property:	

Length and dates at current address		Current rent:	
Previous landlord/managing agent Or Property manager's name		Phone:	
Address of rental property:			
Length and dates at previous address		Rent paid	
EMERGENCY CONTACT/NEXT OF KIN			
Name			
Address:			
City:	State:	Post Code:	Phone:
Relationship:			
REFEREE'S NAME	Address:		Phone:

Complete this section if you wish to reserve the property for a period of time.

24 Holding fees

A person must not require or receive from a tenant a holding fee unless:

1. the tenant's application for tenancy of the residential premises has been approved by the landlord, and the fee does not exceed 1 week's rent of the residential premises (based on the rent under the proposed residential tenancy agreement).
Note. A *tenant* is defined in this Act as including a prospective tenant.
2. The tenant must receive a written receipt stating the amount paid and the date on which it was paid, the address of the residential premises, the names of the landlord and the tenant.
3. If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee.
4. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
5. Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
6. If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

The Applicant agrees to pay a Holding Fee of \$_____. Signed: _____	Date: _____
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Privacy Statement
<p>PRIVACY DISCLOSURE STATEMENT</p> <p>We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from those contacts listed above. Your consent of us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our office.</p>
<p>CONSENT</p> <p>I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorize the Agent to collect information about me from:</p> <ol style="list-style-type: none"> 1. My Previous letting agents and/or landlords 2. My personal referees 3. Any Tenancy Default Database which may contact personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes <p>I authorize the Agent to disclose the personal information collected about me to the owner of the property and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.</p> <p>Applicant Name _____ Signature _____ Date: _____</p>