

## Residential Tenancy Application

### Rental property details

|                              |   |   |  |
|------------------------------|---|---|--|
| Address:                     |   |   |  |
| Property rental amount (\$): |   |   |  |
| Property bond amount (\$):   |   |   |  |
| Tenancy start date:          | / | / |  |
| Tenancy Term:                |   |   |  |
| Number of occupants:         |   |   |  |
| Name of occupants:           |   |   |  |

**100 Points Requirement: (from each applicant)**

**Drive License / Passport (compulsory; either one)**

Medicare Card (15 points)    Student ID (15 points)

Recent 3 Payslips (30 points)

Centrelink payment statement (30 points)

Recent 3 month bank statements (30 points)

Tenant Ledger (20 points)

Letter from Guarantor (10 points)

Council rate notice/ car registration (10 points) Rental

Car registration notice (15 points)

### Applicant 1

Full name:

|  |
|--|
|  |
|--|

**Current address:**

|  |
|--|
|  |
|--|

|                    |  |
|--------------------|--|
| Mobil Number:      |  |
| Work Phone number: |  |
| Email address:     |  |

|                 |   |   |
|-----------------|---|---|
| Date of birth : | / | / |
|-----------------|---|---|

How long at this address:

|        |  |         |  |
|--------|--|---------|--|
| Years: |  | Months: |  |
|--------|--|---------|--|

Name of current landlord/agent:

|  |
|--|
|  |
|--|

Telephone number of landlord/agent:

|  |
|--|
|  |
|--|

Reason for leaving current address:

|  |
|--|
|  |
|--|

Email of landlord / agent:

|  |
|--|
|  |
|--|

### Previous Rental History (if current tenancy is less than 6 months)

Previous Address:

|  |
|--|
|  |
|--|

Length of time at above address:

|        |  |         |  |
|--------|--|---------|--|
| Years: |  | Months: |  |
|--------|--|---------|--|

Reason for Leaving:

|  |
|--|
|  |
|--|

Telephone number of landlord/agent:

|  |
|--|
|  |
|--|

Email of landlord / agent:

|  |
|--|
|  |
|--|

### Employment details

|             |  |            |  |         |  |
|-------------|--|------------|--|---------|--|
| Occupation: |  |            |  |         |  |
| Full time:  |  | Part time: |  | Casual: |  |

|   |  |
|---|--|
| Salary <b>Net</b> income per week                     |  |
| Other <b>Net</b> income per week (e.g. Centrelink...) |  |

Name of current employer:

|  |
|--|
|  |
|--|

How long employed there

|        |  |         |  |
|--------|--|---------|--|
| Years: |  | Months: |  |
|--------|--|---------|--|

|                              |  |
|------------------------------|--|
| Address of current employer: |  |
|------------------------------|--|

|                         |  |
|-------------------------|--|
| Name of contact person: |  |
| Phone number            |  |
| Email address:          |  |

### Emergency Contact (Someone not residing with you)

|                            |  |
|----------------------------|--|
| Name:                      |  |
| Relationship to applicant: |  |
| Address:                   |  |
| Mobile Number:             |  |

### Declaration

I declare that the information given on this form is true and correct to the best of my knowledge.

### Applicant's signature:

|       |   |   |
|-------|---|---|
|       |   |   |
| Date: | / | / |

## Applicant 2

Full name:

**Current address:**

|                    |                      |
|--------------------|----------------------|
| Mobil Number:      | <input type="text"/> |
| Work Phone number: | <input type="text"/> |
| Email address:     | <input type="text"/> |

Date of birth :  /  /

How long at this address:

|        |                      |         |                      |
|--------|----------------------|---------|----------------------|
| Years: | <input type="text"/> | Months: | <input type="text"/> |
|--------|----------------------|---------|----------------------|

Name of current landlord/agent:

Telephone number of landlord/agent:

Reason for leaving current address:

Email of landlord / agent:

**Previous Rental History**(if current tenancy is less than 6 months)

**Previous Address:**

Length of time at above address:

|        |                      |         |                      |
|--------|----------------------|---------|----------------------|
| Years: | <input type="text"/> | Months: | <input type="text"/> |
|--------|----------------------|---------|----------------------|

Reason for Leaving:

Telephone number of landlord/agent:

Email of landlord / agent:

**Employment details**

|             |                      |            |                      |
|-------------|----------------------|------------|----------------------|
| Occupation: | <input type="text"/> |            |                      |
| Full time:  | <input type="text"/> | Part time: | <input type="text"/> |
| Casual:     | <input type="text"/> |            | <input type="text"/> |

|                                   |                      |
|-----------------------------------|----------------------|
| Salary <b>Net</b> income per week | <input type="text"/> |
|-----------------------------------|----------------------|

|   |                      |
|---|----------------------|
| Other <b>Net</b> income per week (e.g. Centrelink...) | <input type="text"/> |
|---|----------------------|

Name of current employer:

How long employed there

|        |                      |         |                      |
|--------|----------------------|---------|----------------------|
| Years: | <input type="text"/> | Months: | <input type="text"/> |
|--------|----------------------|---------|----------------------|

|                              |                      |
|------------------------------|----------------------|
| Address of current employer: | <input type="text"/> |
|------------------------------|----------------------|

|                         |                      |
|-------------------------|----------------------|
| Name of contact person: | <input type="text"/> |
| Phone number            | <input type="text"/> |
| Email address:          | <input type="text"/> |

**Emergency Contact (Someone not residing with you)**

|                            |                      |
|----------------------------|----------------------|
| Name:                      | <input type="text"/> |
| Relationship to applicant: | <input type="text"/> |
| Address:                   | <input type="text"/> |
| Mobile Number:             | <input type="text"/> |

**Declaration**

I declare that the information given on this form is true and correct to the best of my knowledge.

**Applicant's signature:**

|                      |   |
|----------------------|---|
| <input type="text"/> |   |
| Date:                | <input style="width: 100%;" type="text"/> |

**Important Information for Applicants**

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.
- The applicant/s understands that should your application be accepted, you will be asked to pay a holding deposit equivalent to one week's rent within 24 hours to secure the property for you, but also becomes the first week's rent when the tenancy commence. The second week's rent or/and bond are payable when you sign the lease.
- The agent will accept rent payments in the follow form/forms: Bank cheque, money order, EFT (Electronic Funds Transfer) with reference number. It is a tenant responsibility to arrange connection of electricity, telephone to the property, once the application is approved. However we are also able to assist you in this regard – please let us know.

## CONSENT

### PRIVACY DISCLOSURE STATEMENT

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and should a default occur to pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

#### Applicant 1

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Applicant 2

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

### RENTAL REFERENCE CHECK

TO: Property Manager

Real Estate: .....

Tenant: .....

Current Property Address:

.....

Period of tenancy: from .....to.....

Rent \$.....

Was rent paid on time and in advance? Yes ( ) No ( )

Were there any Notice to Remedy breaches or Notice to leave issued? Yes ( ) No ( )

Number of Notice to remedy breach issued .....  
Reason .....

Was the property maintained well? Yes ( ) No ( )

Were there pets at the premises? Yes ( ) No ( )

Was a Termination Notice ever issued? Yes ( ) No ( )

Was the tenant/s a good communicator? Yes ( ) No ( )

Would you rent to them again? Yes ( ) No ( )

Any further comments

.....  
.....

Name of person completing this form:

.....

Signature: .....

Date: .....

Please complete and return with a copy of the tenants' ledger by email to [info@thelinkscarina.com.au](mailto:info@thelinkscarina.com.au)