

Property address applying for \_\_\_\_\_

Weekly Rent \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_ Vehicles \_\_\_\_\_ Pets \_\_\_\_\_

**Please Note:** Applications with all contact details, referees, ID and documents provided including payroll email will be given priority. The faster we can process your application the better for you.

**Applicant Checklist:**

- Completed one Application per person. \_\_\_\_\_
- Attached photocopies of documents to meet 100 or more points of ID, (As per page 4) \_\_\_\_\_
- Must include one mandatory document, Driver's license, Passport, Proof of age card (As per page 4) \_\_\_\_\_
- Must include one document from the 100-point ID list with your current address on it. (As per page 4) \_\_\_\_\_
- One form of photo ID must be provided (As per page 4) \_\_\_\_\_
- Attached photocopies of relevant proof of income documents (As per page 4) \_\_\_\_\_
- Inspected the property both internally and externally or have booked an inspection to do so \_\_\_\_\_
- Provided a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, contact Agency ASAP \_\_\_\_\_
- Completed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent (As per page 5) \_\_\_\_\_
- Completed the Pet Application & Agreement form if pets are to reside at the Property (If applicable) \_\_\_\_\_

**Applicant's Details**

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_\_ Passport No \_\_\_\_\_ Expiry \_\_\_\_\_

Home \_\_\_\_\_ Mobile \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

**Emergency Contacts** - Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship	Relationship
Home Phone	Home Phone
Mobile	Mobile
Email	Email

## Utility Connections

If my Application for Tenancy is accepted, I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Moving Hub is authorized to contact me direct regarding the CONNECTION of these utility services.

## If a Student or Pension Details

Student ID #                      Institution                      Course                      Duration

Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter     Centrelink Document     Bank Statements     Austudy Document     Other

Pension Type                      Pension Number

## Details of all Vehicles to be kept at Property

Car / Truck / Van                      Model / Make                      Registration No

Car / Truck / Van                      Model / Make                      Registration No

Car / Truck / Van                      Model / Make                      Registration No

**Pets**     No     Yes: Refer to attached Pet Application and Agreement completed or download from website

## Current Address / Tenancy Details if applicable

Address

Rent per week \$                      Period of occupancy                      Years                      Months

Agent/Landlord                      Office Number

Email

Do you expect the Bond to be refunded in full                       Yes                       No    *Why:*

Reason for vacating

## Previous Address

Address

Rent per week \$                      Period of occupancy                      Years                      Months

Agent/Landlord                      Office Number

Email

## Personal Referees who are not Relatives (and has been to your place of residence)

Personal Reference - Name

Mobile                      Work                      Relationship:

Email

Personal Reference - Name

Mobile                      Work                      Relationship:

Email

Professional Reference 1 - Name

Mobile                      Work                      Relationship

Email

## Current Employment

Current Employer

Occupation / Position

Full Time

Part Time

Casual

Contract

Length of Employment

Years

Months

Pay day is

of each: week / fortnight / month

Payroll / Manager's Name

Payroll / Managers Phone

Email

**To speed up your application please provide your payroll persons email and advise them we will be contacting them.**

## Previous Employment

Current Employer

Occupation / Position

Full Time

Part Time

Casual

Contract

Length of Employment

Years

Months

Manager's Name

Managers Phone

## If Self Employed

Company Name

Trading As

Address

ABN

Period self-employed

Years

Months

Industry/ Nature of Business

Accountant Details

Office Phone

Creditor Referee

Office Phone

## Income

Your total net income per week from all sources \$

(Verification required)

•	Source of income		Income Documents
•	Employment	\$	Last 2 pay slips
•	Self Employment	\$	Bank Statement, Group Certificate, Tax Return
•	Government	\$	Centrelink statement
	<b>TOTAL</b>	\$	

## Dependants – eg: Children

Name	Relationship to applicant	Age
------	---------------------------	-----

## Australian Citizen

Yes

No

Attach copies of Passport and Visa

Visa Expiry Date

## IMPORTANT NOTES

2 weeks rent must be paid within 24 hours of Application approval

**Deposit** – first 2 weeks rent in advance = \$

**Bond** – 4 x weekly rent = \$

Bond is equivalent of 4 weeks rent

**Total**

**Deposit & Bond must be paid BEFORE lease commences**

# One Agency Ward Real Estate

## DOCUMENTS FOR 100 POINT ID CHECK

- |                     |  |  |  |   |  |  |
|---------------------|--|--|--|---|--|--|
| <b>70 Points</b>    | <input type="checkbox"/> Passport        | <input type="checkbox"/> Citizenship Certificate | <input type="checkbox"/> Birth Certificate | ( ONLY submit one 70 point document )   |  |  |
| <b>40 Points</b>    | <input type="checkbox"/> Drivers Licence | <input type="checkbox"/> Proof of Age Card       | <input type="checkbox"/> DVA card          | <input type="checkbox"/> Pension Card   | <input type="checkbox"/> Student Photo ID      |  |
| <b>25 Points</b>    | <input type="checkbox"/> Bank Statement  | <input type="checkbox"/> Car Rego                | <input type="checkbox"/> Rates Notice      | <input type="checkbox"/> Council Rates  | <input type="checkbox"/> Credit Card Statement |  |
| <b>25 Points</b>    | <input type="checkbox"/> Telephone       | <input type="checkbox"/> Electricity Account     | <input type="checkbox"/> Gas Account       | <input type="checkbox"/> Tenancy Ledger | <input type="checkbox"/> Medicare card         |  |
| <b>Total Points</b> |  |  |  |   |  |  |

## 1 PHOTO ID DOCUMENT

- Driver's license     Passport     Proof of age card

## PROOF OF INCOME DOCUMENTS

- Employed**                     Last 2 payslips
- Self-employed**         Group Certificate     Bank Statement
- Not employed**          Centrelink Statement

## Declarations – Applicant to Complete and Provide Details as Required

- Have you ever been evicted by any Lessor or Agent?                     No     Yes:
- Are you in debt to another Lessor or Agent?                                 No     Yes:
- Is there any reason known to you that would affect your ability to pay rent when due?     No     Yes:
- Was your Bond at your last address refunded in full?                     Yes     No:
- Was the Property in a satisfactory condition when you inspected it? If not, list requests.     Yes     No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

## Lease period & start preferred start date

I am applying for Tenancy for a period of \_\_\_\_\_ months.

I understand the rent will be \$\_\_\_\_\_per week

I would like to start the lease from \_\_\_\_/\_\_\_\_/\_\_\_\_. at \_\_\_\_\_ am / pm

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as deposit / bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

## COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third-party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application

## PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of One Agency Ward Real Estate. I authorise One Agency Ward Real Estate to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which One Agency Ward Real Estate subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au)

I authorise One Agency Ward Real Estate to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law

## MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree One Agency Ward Real Estate to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other -

## ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	

**Please read prior to signing your Application**