

Residential Tenancy Rental Application

PROPERTY DETAILS (In preference order)

1) Address _____
 Rent \$ _____ pw Bond \$ _____ Date inspected ____/____/____

2) Address _____
 Rent \$ _____ pw Bond \$ _____ Date inspected ____/____/____

3) Address _____
 Rent \$ _____ pw Bond \$ _____ Date inspected ____/____/____

APPLICATION DETAILS

Term of Lease Requested: 6 / 12 / 24 months (please circle) Commencing _____

Do you have Pets: Yes / No (please circle) Type: _____ Breed: _____ No: _____

How many people will reside at the property: Adults: _____ Children _____ Ages _____

Do you have a lawnmower? Yes / No

How will you be paying your rent? Weekly / Fortnightly / Monthly

Cash Free Office * **Internet Transfer** * **Direct payment through**
 * **Periodic Bank Transfer** **Centrepay**
 * **EFTPOS at Burns & Co Office (VIC only)** * **Cheque or Money Order**

Will the bond be: Your Own / Dept. Of Housing (Please circle)

Within 48 hours of tenancy approval you are required to provide to Burns & Co a bond in the form of a BANK CHEQUE or MONEY ORDER made payable to RTBA for the full amount (contrary to declaration on the back).

PERSONAL DETAILS

PLEASE NOTE: NO APPLICATION WILL BE CONSIDERED WITHOUT 100 POINTS OF ID (SEE LIST AT BOTTOM)

Applicant 1	Applicant 2
Surname: _____	Surname: _____
First Name: _____	First Name: _____
Date of Birth ____/____/____	Date of Birth ____/____/____
Drivers Licence NO: _____	Drivers Licence NO: _____
Current address: _____	Current address: _____
Home Ph: _____ Work Ph: _____	Home Ph: _____ Work Ph: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Emergency Contact: _____	Emergency Contact: _____
Relationship: _____ Ph: _____	Relationship: _____ Ph: _____

OFFICE USE ONLY:

TICA <input type="checkbox"/> Report <input type="checkbox"/> Tenant Advised <input type="checkbox"/>	TICA <input type="checkbox"/> Report <input type="checkbox"/> Tenant Advised <input type="checkbox"/>
Photo & Signature Identification is compulsory Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Tertiary Student <input type="checkbox"/>	Photo & Signature Identification is compulsory Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Tertiary Student <input type="checkbox"/>
Social Security <input type="checkbox"/> Birth certificate <input type="checkbox"/> Work Visa <input type="checkbox"/>	Social Security <input type="checkbox"/> Birth certificate <input type="checkbox"/> Work Visa <input type="checkbox"/>
Last 4 rent receipts/ ledger <input type="checkbox"/> Aust Citizenship <input type="checkbox"/> Bank Card <input type="checkbox"/>	Last 4 rent receipts/ ledger <input type="checkbox"/> Aust Citizenship <input type="checkbox"/> Bank Card <input type="checkbox"/>
Utility bill <input type="checkbox"/> Current Vehicle Rego <input type="checkbox"/> Rates notice <input type="checkbox"/>	Utility bill <input type="checkbox"/> Current Vehicle Rego <input type="checkbox"/> Rates notice <input type="checkbox"/>
Medicare Card <input type="checkbox"/> Health care card <input type="checkbox"/>	Medicare Card <input type="checkbox"/> Health care card <input type="checkbox"/>

<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Telephone	<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV
<input type="checkbox"/> AGL <input type="checkbox"/> Energy Australia <input type="checkbox"/> Origin <input type="checkbox"/> Other: _____	<input type="checkbox"/> AGL <input type="checkbox"/> Energy Australia <input type="checkbox"/> Origin <input type="checkbox"/> Other: _____	<input type="checkbox"/> Telstra <input type="checkbox"/> TPG <input type="checkbox"/> Optus <input type="checkbox"/> iinet	<input type="checkbox"/> Telstra <input type="checkbox"/> TPG <input type="checkbox"/> Optus <input type="checkbox"/> iinet	<input checked="" type="checkbox"/> Water

Tick here to opt out

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Employed

Employed

Applicant 1

Company: _____

Occupation: _____

Fulltime part-time Casual (please tick one)

Supervisor: _____

Address: _____

Phone: _____

Length of Employment: _____

Salary after tax: \$ _____ weekly fortnightly monthly

PROOF OF INCOME (COPIES MUST BE ATTACHED)

If employed less than 6 months, previous employer details

Company: _____

Occupation: _____

Supervisor: _____

Address: _____

Phone: _____

Length of Employment _____

Applicant 2

Company: _____

Occupation: _____

Fulltime part-time Casual (please tick one)

Supervisor: _____

Address: _____

Phone: _____

Length of Employment: _____

Salary after tax: \$ _____ weekly fortnightly monthly

PROOF OF INCOME (COPIES MUST BE ATTACHED)

If employed less than 6 months, previous employer details

Company: _____

Occupation: _____

Supervisor: _____

Address: _____

Phone: _____

Length of Employment _____

Self Employed

Self Employed

Business Name: _____

ABN: _____

Address: _____

Phone: _____

How long in business: _____

Personal Net Weekly income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Centrelink

Type of Payment: _____

Customer Ref. No _____

Net payment Received _____

Please provide Centrelink Income Statement

Student

Name of Institution: _____

Student ID No: _____

Income source: _____

Net Weekly Income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Business Name: _____

ABN: _____

Address: _____

Phone: _____

How long in business: _____

Personal Net Weekly income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Centrelink

Type of Payment: _____

Customer Ref. No _____

Net payment Received _____

Please provide Centrelink Income Statement

Student

Name of Institution: _____

Student ID No: _____

Income source: _____

Net Weekly Income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

YOUR RESIDENTIAL HISTORY

Applicant 1

Current Address: _____

Do you own this home or rent? _____

How long have you lived there? _____

Reason for Leaving: _____

If you are a tenant

What rent have you been paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

Landlord Name (if private) _____

Phone No _____

Previous Address _____

Was this home owned/rented? Please circle

How long did you live there? _____

Reason for Leaving: _____

If you were a tenant

What rent were you paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

Landlord Name (if private) _____

Phone No _____

Was the bond refunded in full? _____

If not, why not? _____

Applicant 2

Current Address: _____

Do you own this home or rent? _____

How long have you lived there? _____

Reason for Leaving: _____

If you are a tenant

What rent have you been paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

Landlord Name (if private) _____

Phone No _____

Previous Address _____

Did you own this home or rent? _____

How long have you lived there? _____

Reason for Leaving: _____

If you are a tenant

What rent have you been paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

Landlord Name (if private) _____

Phone No _____

Was the bond refunded in full? _____

If not, why not? _____

REFERENCES – Must be Rental, employment, professional or Character. DO NOT LIST friends or relatives

Referee 1

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Referee 2

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Referee 1

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Referee 2

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Disclaimer/Authority

I, the said applicant, do solemnly and sincerely declare that

1. 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 Authorise the letting agent to conduct any enquiries and/or searches with regards to the information and references supplied in this application.
2. I/my representative have inspected the property identified over the page and of my own accord decided that I wish to make application to rent.
3. I understand and agree that rent for the property identified over the page, is within my means, and is to be paid two weeks in advance at all times.
4. The bond for the aforesaid property is payable on or before commencement of tenancy. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
5. I have been informed, understand and agree that
 - a) The acceptance of my application is subject to a satisfactory report being obtained from information supplied on this Application submitted by me.
 - b) Should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all cost associated with these proceeding shall be able to be recovered from me.
6. I/We understand that the applicant's details will be provided to TICA Tenancy Database, and any other tenancy database which may be available, for current and future reference.
7. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA Default Tenancy database, and any other tenancy database which may be available.
8. I/We agree & understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA Default Tenancy Database and any other tenancy database which may be available. I/We understand that in the event of a default being reported to TICA Default Tenancy Database or any other tenancy database, the removal of such information is subject to the guidelines of the database companies. TICA Helpline 190 222 0346 (charged at \$5.45 per minute) or website www.tica.com.au
9. This application is subject to the owner's approval and no promise has been made by this company to accept the application. No reasons for decision will be disclosed.
10. This application is accepted subject to the availability of the premises on the due date, and no action will be taken against the landlord/agent should the premises not be ready for occupation on that date.
11. No other persons, other than herein specified or on the accompanying application (in the case of adult), may reside at the property without approval by the landlord.
12. As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry out this role, and during the term of your tenancy, we may disclose your personal information to:
 - The landlord and/or the landlord's mortgagee
 - Referees you have nominated
 - Organisations/tradespeople required to carry out maintenance at the premises
 - National Tenancy Database Pty Ltd, TICA Default Tenancy Database for which we may subscribe
 - Other Real Estate Agents and Landlords
 - Pay/release rental bonds to/from Bond Authorities (where applicable)
 - Refer to Tribunals, courts and Statutory authorities (where necessary)
 - Refer to Collection Agents/Lawyers (where default/enforcement action is required)
 - Provide confirmation details for Organisations contacting us on your behalf, eg Banks, Utilities such as gas, electricity, water, phone). Employers etc.
13. The two weeks rent and bond (one calendar month) must be paid in full prior to keys being handed over. Any delay in payment in full will not result in a change to the commencement date – the rent will be charged from the original date of commencement of the lease.

Privacy Act Acknowledgement

In accordance with Section 18n (1) (b) of the Privacy Act, I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application.

The agency can only disclose to the landlord what is necessary to make a decision about the applicant's suitability.

If successful, you will be required to sign the tenancy agreement and pay two weeks rent.

At commencement of lease, you will need to provide the following.

- **Bond** – "Bank Cheque" or money order made out to RTBA (Victorian Properties) or Rental Bond Board (NSW Properties)

Applicant 1

Name:

Signature:.....

Date:

Applicant 2

Name:

Signature:.....

Date: