

# RENTAL TENANCY APPLICATION FORM

ONE APPLICATION PER PERSON – PLEASE REFER TO THE TERMS AND CONDITIONS BEFORE MAKING APPLICATION.

Please complete the form in full using BLOCK LETTERS. Incomplete Applications cannot be processed.



65 Mulgrave Street, Gin Gin 4671

Phone: 07 4157 3268

**Payment Methods: Bank Cheque – Direct Deposit – Cash at Bank**

- Property Address: \_\_\_\_\_
- Requested commencement date of Tenancy \_\_\_\_\_
- Requested Term of Tenancy 6 or 12 month lease: \_\_\_\_\_
- Rental amount per week: \$ \_\_\_\_\_

Full Name of Applicant:

Date of Birth:

Business Hours Phone:

Mobile:

Email Address:

Drivers Lic:

Current Residential Address:

Contact details to confirm **current** living arrangements (please circle) Lessor/Agent/Other

Name/Real Estate:

Phone/Mobile:

Previous Residential Address:

Contact details to confirm **previous** living arrangements (please circle) Lessor/Agent/Other

Name/Real Estate:

Phone/Mobile:

Number of occupants who will reside at the property:

Number of Dependants who will reside at the property:

Is anyone applying or going to reside at the property a smoker? Yes / No

Do you or anyone applying own a lawn mower & whipper snipper? Yes / No

Names of Occupants/Dependants 1). 2).

3). 4). 5).

Do you have any pets? YES/NO If Yes, Pet Type

Breed: Number of Pets:

Registered with Council? YES/NO Registration number:

Personal References (cannot be relatives, partner or other people applying with you)

Name:

Business Hours Phone:

Occupation:

Name:

Business Hours Phone:

Occupation:

Next of Kin (**contact in case of emergency or extenuating circumstances**)

Name:

Phone/Mobile:

Occupation:

Postal Address:

Employment, Current employer/Business name: \_\_\_\_\_

Your Position: \_\_\_\_\_ Supervisors name: \_\_\_\_\_

Supervisors contact number to confirm employment \_\_\_\_\_

(please indicate by circling) Part Time/Full Time/Contractor/Casual/Not employed/Self-employed/Student

Length of current employment:

Years: \_\_\_\_\_ Months: \_\_\_\_\_

Total annual income: \_\_\_\_\_ Currently I am paid: Weekly/fortnight/month

Total annual income \$ \_\_\_\_\_

Any other debts/loans currently owing (list weekly payments please)

1 Car Loan \$

2 Personal Loan \$

3 Credit Card \$

4 Any other loans \$

If a Student (please circle) Name of University/Tafe/College/Other:

Student ID number (copy required) Visa Number (copy required)

If Self Employed; Name of Business:

Name of Business Accountant: Address of Accountant Email Phone Fax

Are you an Australian Citizen? YES/NO If No, please provide details of VISA or residency status as part of the application

## TERMS AND CONDITIONS

**I AGREE TO PROVIDE 100 POINTS OF IDENTIFICATION – REQUIRMENTS ARE AS FOLLOWS (and VISA or current residency status in Australia) Driver**

<b>Driver licence showing current address</b>	60 points	Passport	60 points
<b>Recent utilities account showing current address</b>	30 points	Last 4 rent receipts or mortgage payments	40 points
<b>Birth Certificate</b>	20 points	Medicare Card	10 points
<b>Student Identification</b>	20 points	Student Visa	30 points
<b>Credit card with signature</b>	20 points	Bank cards with signature	20 points

*If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager.*

**I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.**

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time.

*(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form

17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken).

The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, Moving Hub-utilities facility, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy.

***Sutton Nationwide Realty PTY LTD will provide approved applicants with an introduction video by email outlining all Tenancy Agreement Obligations which requires confirmation before the agreement commences***

***By signing this form, I have read and understood clearly all of the information outlined above.  
Please Note: PAGE FOUR also has to be signed by the Applicant***

**Name of Applicant:**

**Signature:**

**Date:**

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome.

**PLEASE ENSURE YOUR BEST CONTACT DETAILS ARE NOTED ON PAGE 1 OF THIS APPLICATION**

Contact by our Agency may be made via phone, SMS or email.

# Rental Tenancy Reference



OUR AGENCY : Sutton Nationwide Realty

Phone : 07 4157 3268

Email Address: juliesutton059@gmail.com

**THIS DOCUMENT WILL BE SENT TO YOUR CURRENT AND OR PREVIOUS AGENCY**

NAME OF RENTAL AGENCY:

EMAIL ADDRESS

NAME OF APPLICANT:

PROPERTY ADDRESS:

Please confirm that the Applicant named above was a named tenant on the lease	Yes	No
If no, please confirm that they were an approved occupant?	Yes	No
Period of time rented:		
Were inspections carried out?	Yes	No
Were inspections satisfactory?	Yes	No
Were Notice to Remedy Breaches issued during tenancy?	Yes	No
If yes, were they for rent?	Yes	No
If Yes, and not issued for rent, what were Notice to Remedy Breach/es issued for?		
Please advise of Breaches:		
Was there a pet kept on the premises?	Yes	No
If yes, were there any concerns or problems in relation to the pet kept?	Yes	No
If a final inspection has been carried out, was the property returned satisfactorily?	Yes	No
If no, please provide details:		
Was the bond refund in full?	Yes	No
If no, please provide details:		

*Please provide tenant ledger and any other comments or information that is important when assessing the application, Thank you*

I provide consent for the Agency as part of application processing to contact all necessary people (including previous or current Agents) to verify the application and understand that all Privacy Act requirements will be adhered to by Agency.

**SIGNATURE OF APPLICANT:**

**DATE:**

***Thank you for completing this tenancy reference form and returning to our Agency within 24 hours.***

**SUTTON NATIONWIDE REALTY PROPERTY MANAGEMENT**

