

# APPLICATION FOR RESIDENTIAL TENANCY

**\* Each Adult must complete a separate Application**

*Property applying for:*

\_\_\_\_\_

*Name of all adult applicants applying:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* The following ID and documents MUST be provided with the application.**

**Photo Identification**

*(Drivers Licence, Passport or 18+ card)*

**Proof of current address**

*(Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)*

**Proof of regular housing payments**

*(Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)*

**Proof of Income for the last 4 weeks**

*(Wage Slips, Bank Statements, Employee Letter, Centrelink letter).*

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per week. If approved I would like to take possession from the \_\_\_ / \_\_\_ / \_\_\_.

I undertake to pay a Rental Bond (4 weeks rent) and the first 2 weeks rent by Direct deposit, bank cheque or money order made payable to First National Robina before taking possession of the property.

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<b>Office use only:</b> Application Number	<b>#</b>
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# APPLICANT DETAILS

## CONTACT DETAILS:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Have you been know by any other name(s)?  No  Yes \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's Licence number: \_\_\_\_\_ State: \_\_\_\_\_

Rego: \_\_\_\_\_ Number of vehicles to be kept at property: \_\_\_\_\_

## DEPENDANTS:

Do you have any dependants?  No  Yes

Dependants full name(s)	Relationship to applicant	Dependant Date of birth
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

## SMOKING:

Are you or any of the people living with you a smoker?  No  Yes

## PETS:

Do you intend to keep pets at the property?  No  Yes

Number of pets: \_\_\_\_\_ Type of pet/s: \_\_\_\_\_

Are your pets registered with a council?  No  Yes



**APPLICANTS ADDRESS HISTORY:**

**Current residential address:**

\_\_\_\_\_ Suburb: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_  Rent  Owner  Other: \_\_\_\_\_

Current Agent / Lessor (if renting): \_\_\_\_\_

Agent / Lessor phone: \_\_\_\_\_ fax: \_\_\_\_\_

Current Rent: \$\_\_\_\_\_ per week Reason for leaving: \_\_\_\_\_

**Previous residential address:**

\_\_\_\_\_ Suburb: \_\_\_\_\_

Period of occupancy: \_\_\_\_\_  Rent  Owner  Other: \_\_\_\_\_

Current Agent / Lessor (if renting): \_\_\_\_\_

Agent / Lessor phone: \_\_\_\_\_ fax: \_\_\_\_\_

Current Rent: \$\_\_\_\_\_ per week Reason for leaving: \_\_\_\_\_

**Employment Details:**

Employment status:  Full Time  Part Time  Casual  Self Employed

Occupation: \_\_\_\_\_

Net income (per week): \$\_\_\_\_\_ Period of employment: \_\_\_\_\_

Employer / Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employer phone: \_\_\_\_\_ Employer fax: \_\_\_\_\_

If self employed, Accountants Name: \_\_\_\_\_ Ph: \_\_\_\_\_

**Centrelink Payments:**

Are you currently receiving any regular Centrelink payments:  No  Yes

Description of payment(s): \_\_\_\_\_ Total: \$\_\_\_\_\_ per week

**Personal References:**

Please do not list relatives, another applicant or partners. Please provide business hours contact numbers.

**Referee 1:**

\_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Referee 2:**

\_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Referee 3:**

\_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Questions:**

1. Have you ever been evicted or are you in debt to another Lessor or Agent?  No  Yes

If yes, please give details: \_\_\_\_\_

2. Have you ever been refused a property by another Lessor or Agent?  No  Yes

If yes, please give details: \_\_\_\_\_

3. During your inspection did you find the property to be in a reasonably clean condition?  No  Yes

If no, please give details: \_\_\_\_\_

4. I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval.

5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.



## PRIVACY DISCLAIMER

Applicant's Name: \_\_\_\_\_

Applicant's Phone number: \_\_\_\_\_

### Privacy Statement

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, 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 reference databases. Information already held on these databases may also be disclosed to us and the lessor. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy. In the event you have a complaint about our use of your private information please direct your complaint, in writing, to Peter Whitcroft at First National Robina.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent to Witness: \_\_\_\_\_ Date: \_\_\_\_\_