

Should there be more than one applicant a separate application form should be completed for each applicant.

NOTE: The following documents are required by the landlord for a reference check. If you agree and authorise Auswin Property or the landlord to gain your details to double check your personal information under the Privacy ACT. Please attach copies of the following:

- 1) **Your Photo ID** - Driver's Licence and Passport
- 2) **Your Finance status** - Payslip and recent Bank Statement
- 3) **Your Rental Reference** - Current Tenancy Agreement and Landlord Reference Letter
- 4) **Your Current Residential Address** - Current Electricity Bill, Gas Bill, Water Bill or Council Rates Notice

PREMISES

Address of Premises applied for:

	Car space/garage/storeroom number	Excluding:

APPLICANT

PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other		Date of Birth / /	
Full name			
Present address			
			Postcode
Phone: Work	Home		
Phone: Fax	Home		
Email	Mobile		
Vehicle registration No.	Driver's Licence No.		
Passport No.	Expiry date / /		
Bank or Building Society	Branch		
BSB /	Account Number		

PERSONAL REFERENCES

Referee 1 - Name	
Phone: Work	Mobile
Fax	Email
Referee 2 - Name	
Phone: Work	Mobile
Fax	Email

EMPLOYMENT HISTORY

Occupation of Applicant	Date commenced / /
Gross weekly wage/salary	
Employer's name	
Employer's address	
Postcode	
Phone: Work	Mobile
Fax	Email

Previous employer's name	
Previous employer's address	
Postcode	
Phone: Work	Mobile
Fax	Email
Period of employment / / to / /	

EMERGENCY CONTACT - in case of an emergency, name a friend or relative

Name	Relationship
Address	
Postcode	
Phone: Work	Mobile
Fax	Email

TENANCY HISTORY

Name of present Landlord/Agent	
Phone: Work	Mobile
Email	

APPLICATION FOR TENANCY

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Length of time at present address Current rent \$

Name of previous Landlord/Agent	
Phone: Work	Mobile
Email	

Address of previous premises rented
Postcode

OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

Adults Children Ages of Children

Pets Yes No If Yes, number and type

Smoker(s) Yes No

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant Date

DETAILS OF RENTAL - OFFICE USE ONLY

Type of Premises Furnished Unfurnished
per

Commencing from / / for a period of months/weeks

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Residential Tenancy Agreement

Residential Tenancy Agreement to be signed on at am/pm

INITIAL PAYMENT

Rental Bond \$

Rent months/weeks/days \$

Sub-Total \$

Less Holding Fee (if any) \$

Total \$

Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required prior to the execution of a Residential Tenancy Agreement.

Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

Initial payment must be made by

Personal cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Agent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ equivalent to days rent to hold the Premises in favour of the Applicant for a period of days from / / to / / or as varied in writing.

1. If the Applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the Landlord that the tenant no longer wishes to enter into the Residential Tenancy Agreement.
2. A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement.
3. A holding fee must not be retained by the Landlord if the tenant refuses to enter into the Residential Tenancy Agreement because of a misrepresentation or failure to disclose a material fact by the Landlord or Agent.

APPLICATION FOR TENANCY

APPLICATION FOR TENANCY

4. If a Residential Tenancy Agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the Landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility?

Yes No If Yes, date application made / /

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of

weeks, at a rental of \$ per week and I declare that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Agents acting for the owner of the above Premises, acknowledge receipt of the above Application and, if the Applicant is approved, agree to prepare within the holding period (if any) a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.


If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

NOTICE TO PROSPECTIVE TENANTS

The availability to telephone lines; internet services, analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

FREE UTILITY CONNECTION SERVICE




Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Yes, Please Contact Me

Interpreter required

Phone: 1300 854 478
 Fax: 1300 854 479
 Email: enquiry@myconnect.com.au
 Web: www.myconnect.com.au

Tick here to opt out



Signature of Applicant **Date**

Agent's Signature **Date**

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

How did you find this Property? Local paper Internet Sign on Property Office window Letterbox drop Referral Other

OFFICE USE ONLY	References checked by	Notes:
	Employment	
	Present Landlord/Agent	
	Previous Finalised Credit	
	Bank	
	References	