

## Property details

Address of premises  
\_\_\_\_\_  
\_\_\_\_\_

Furnished  Yes  No

Parking  Yes  No

Rent per week \$ \_\_\_\_\_

Commencement date  
\_\_\_\_\_

Lease term \_\_\_\_\_ months

Number of adults  
\_\_\_\_\_

Number of children  
\_\_\_\_\_

Pets (Specify breed and age)  
\_\_\_\_\_  
\_\_\_\_\_

## Personal details

Full name  
\_\_\_\_\_

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

Email address  
\_\_\_\_\_

Home Phone  
\_\_\_\_\_

Work Phone  
\_\_\_\_\_

Mobile  
\_\_\_\_\_

## Rental history

Current address  
\_\_\_\_\_  
\_\_\_\_\_

Period of occupancy  
\_\_\_\_\_

Rent per week \$ \_\_\_\_\_

Current agent/landlord  
\_\_\_\_\_

Phone  
\_\_\_\_\_

Previous address  
\_\_\_\_\_  
\_\_\_\_\_

Period of occupancy  
\_\_\_\_\_

Previous agent/landlord  
\_\_\_\_\_

Phone  
\_\_\_\_\_

## Employment details

Occupation  
\_\_\_\_\_  
\_\_\_\_\_  Full time  Part time

Net income/week \$ \_\_\_\_\_

Employer's name  
\_\_\_\_\_  
\_\_\_\_\_

Contact name  
\_\_\_\_\_

Period of employment  
\_\_\_\_\_

Employer's address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone  
\_\_\_\_\_  
\_\_\_\_\_

Previous employer's name  
\_\_\_\_\_  
\_\_\_\_\_

Period of employment  
\_\_\_\_\_

Previous employer's address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone  
\_\_\_\_\_  
\_\_\_\_\_

**Additional info**

Personal reference 1  
\_\_\_\_\_  
\_\_\_\_\_

Phone  
\_\_\_\_\_

Personal reference 2  
\_\_\_\_\_  
\_\_\_\_\_

Phone  
\_\_\_\_\_

Drivers licence number  
\_\_\_\_\_

State of issue  
\_\_\_\_\_

Passport number  
\_\_\_\_\_

Country of issue  
\_\_\_\_\_

Next of kin  
\_\_\_\_\_

Phone  
\_\_\_\_\_  
\_\_\_\_\_

## Holding deposit

In accordance with section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following conditions:

01. The applicant has paid a reservation fee of:

\$

equivalent to one week's rent to reserve the premises in favour of the applicant for a period of one week.

The reservation fee is calculated on the basis that one day reserved equals one day rent, subject to a maximum of 7 days.

02. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.

03. If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.

04. Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.

05. During the reservation period, no fee will be taken from any other applicant nor will the premises be reserved to another's favour.

Applicant's acknowledgement of the above:

Initial payment	\$
Bond	\$
Total	\$
Lease holding deposit	\$
Final balance due	\$

The tenant acknowledges that the information above is true and correct and this is a pre-condition of the owner entering into the residential agreement, that he or she is not bankrupt or insolvent, that the property has been inspected and will be leased in the condition that it is in unless advised otherwise in writing.

## Disclaimer

If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out repairs or other work.

Please specify

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## 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 of 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.

Applicant's signature

x

Landlord/Agent's signature

x

Date

/ /

## Check list

Please provide one item from each category

Photo identification

- |  |  |
|--|--|
| <input type="checkbox"/> Current drivers license | <input type="checkbox"/> Birth certificate |
| <input type="checkbox"/> Proof of age card       | <input type="checkbox"/> Passport          |

Rental history

- |   |
|---|
| <input type="checkbox"/> Current or most recent rental ledger     |
| <input type="checkbox"/> Proof of ownership (if a property owner) |

Proof of income

Please provide both

- |  |
|--|
| <input type="checkbox"/> Recent bank statement |
| <input type="checkbox"/> Recent payslip        |

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