



Tenancy Application

Property applying for _____

Proposed move in date _____

Proposed rent _____

Preferred length of lease _____

Preferred payment of rent (weekly/fortnightly/monthly) _____

How did you find out about this property? _____

Name _____

Date of Birth _____

Drivers license # _____

Home Phone _____

Mobile _____

Email _____

Current residence _____

Do you own/rent/board/other at this residence? _____

Landlord/Agent details _____

Rent per week _____

Reason for leaving _____

Period living in this residence _____

Previous residence _____

Did you own/rent/board/other at this residence? _____

Landlord/Agent details _____

Rent per week _____

Reason for leaving _____



Period living in this residence _____

Current employment _____

Employment address _____

Employment contact name/number _____

Weekly net pay _____

How long have you been employed here? _____

Previous employment _____

Employment address _____

Employment contact name/number _____

Weekly net pay _____

How long were you employed there? _____

Personal reference 1 name _____

Contact number _____

Relationship to you _____

Personal reference 2 name _____

Contact number _____

Relationship to you _____

Emergency contact 1 name _____

Address _____

Contact number _____

Relationship to you _____



Emergency contact 2 name _____

Address _____

Contact number _____

Relationship to you _____

How many children (under 18) will live at the property?

Ages of children _____

What school will they attend? _____

Do you own a lawnmower? _____

Are you prepared to care for a garden? _____

Would you prefer to have a gardener included in the lease? _____

Have you ever maintained a swimming pool? _____

If a pool is provided with the property, would you like it maintained for you? _____

Do you smoke? _____

If you smoke, do you prefer to smoke indoors or outdoors? _____

Do you have pets? If yes, what kind? _____

If you have pets, do you prefer they live indoors or outdoors? _____

Have you ever filed for bankruptcy? _____



Privacy Acknowledgement

By signing this application you grant us permission to communicate with all the contacts if we can't locate you. If you abandon the tenancy for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

Subject to the Privacy Principle 1.3 of the Privacy Act the applicant is required to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent. In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agencies.

I, the applicant declare that I give my permission to the agent to collect my information and pass such information to be provided to any other tenancy database for the assessment of my tenancy application. I also give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application. I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand and acknowledge that TICA Default Tenancy Control Pty Ltd is a database company that allows the member's access to information accumulated from members about tenants who have breached their tenancy agreements. I agree that should I fail to provide the database member with the information required the database member might elect not to proceed with my tenancy application. I acknowledge that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation. I acknowledge that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I understand that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.



Signed _____ Date _____



What can I use for my 100 Points of ID?

Primary	Points
Australian Passport	70
Australian Drivers License	70
Australian Learners Permit	70
Blind Citizens ID card	70
Australian Boat License (with photo)	70
International Passport	70
Proof of Age Card	40

Secondary	Points
Certificate of title	25
Mortgage or contract document	30
Australian Citizen Certificate	30
Australian Bank Card	20
Australian Credit Card	30
Residential Tenancy Agreement	40
Australian Birth Certificate	30
Australian Marriage Certificate	30
Medicare Card	30
Health Care Card	30
Council Rates Notice	25
Utility Bill (less than 3 months old)	25
Student ID card	20
Vehicle Registration	25



What else should I include in my application?

100 Points of ID

For a full list of what you can use as identification, see our 100 Points of ID Fact Sheet

Proof of Income

This can be a number of documents:

- Payslips from your current employer for the last 3 pay cycles
- Bank statements showing regular wage deposits from your employer
- A letter confirming your wages from your employer
- Your most recent Income Tax Return
- Your last two Business Activity Statements (self employed/company director)
- Your last Company Financial Statements
- A letter confirming your personal income from your accountant

Current/Previous Rental History

This can include a number of items:

- Full details (including phone, fax and email details) for your current landlord or managing agent
- Full rental ledger
- Current Residential Tenancy Agreement
- Rent receipts
- Written rental reference from your current landlord

Other items

- Proof of property ownership (if you currently live in your own property)
- Full details (including phone, fax and email details) for the agent who is selling/has sold your own property



- Full details (including phone, fax and email details) for the property manager who is managing your investment property
- Personal/character written references