



**Application for Tenancy (Part 1)**

<b>PREMISES</b> <i>(address of premises applied for)</i>	
<b>FULL NAMES(S)</b>	
<b>PRESENT ADDRESS</b>	
<b>HOME PHONE</b>	
<b>MOBILE/WORK PHONE</b>	
<b>EMAIL</b>	
<b>VEHICLE REGISTRATION</b>	
<b>DRIVERS LICENSE</b>	
<b>DATE OF BIRTH</b> <i>(all applicants)</i>	
Are you a smoker?                      Y / N	
<b>PERSONAL REFERENCES</b>	
Name	
Phone	
Name	
Phone	
<b>EMERGENCY CONTACT</b> <i>(in case of emergency, name of friend or relative)</i>	
Name	
Phone	
Address	
<b>TENANT HISTORY</b>	
Name of current landlord/agent	
Phone	
How long at current address	
Current rent paid	
Name of previous landlord/agent	
Phone	
Address of premises previously rented	
<b>EMPLOYMENT HISTORY</b>	
Occupation of applicant	FT/PT/Casual
Date commenced	
Employers name	
Employers address	
Phone: Work	Mobile
Fax	Email
Period of employment -   /   /   to   /   /	
Average weekly pay (please provide proof of income)	
<b>OCCUPANT DETAILS</b>	
Number of persons who will occupy premises	
Names and ages	
Pets	

*Note: the applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Tenancy Information Centre Australia

Peter Druitt & Co Pty Ltd are members of TICA (Tenancy Information Centre Australia Pty Ltd). TICA is a privately owned company which records a database of default tenants.

Peter Druitt & Co Pty Ltd support this service and advise that should a default occur under your Residential Tenancy Agreement, the information will be listed on the database until the defaults are rectified.

*The applicant acknowledges and consents for Peter Druitt & Co Pty Ltd to list the information, should a default occur under their Residential Tenancy Agreement, on the TICA database.*

Signed \_\_\_\_\_

Full Name(s) \_\_\_\_\_

Agent's signature \_\_\_\_\_

Tenant 100 Point Identification

DRIVERS LICENSE	40 POINTS
PASSPORT	40 POINTS
PROOF OF AGE CARD	40 POINTS

*You are required to have at least one type of the above photo identification*

PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS 4 RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
MEDICARE CARD	20 POINTS
HEALTH CARE CARD	20 POINTS
PENSION CARD	20 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
BANK STATEMENTS	15 POINTS
BIRTH CERTIFICATE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS

Other form of identification (please write full description) \_\_\_\_\_

\_\_\_\_\_

Please note we also require proof of income.

*All applicants are required to produce sufficient identification to total 100 points. Should you have difficulties in providing this identification, please advise us prior to completing.*

## APPLICATION FOR TENANCY – PART 2

### AMOUNT PAYABLE UPON SIGNING RESIDENTIAL TENANCY AGREEMENT:

BOND	\$
FIRST 2 WEEKS RENT	\$
LEASE FEE	\$15.00
TOTAL	\$

### 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 Real Estate Agent and request that pending consideration of my application, the Premises be reserved in my favour.

### RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Reservation Fee of \$\_\_\_\_\_ equivalent to \_\_\_\_\_ days rent to reserve the premises in favour of the Applicant for a period of \_\_\_\_\_ days from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (the reservation fee is calculated on the basis that one day reserved equals one days rent, subject to a maximum of 7 days rent)
2. The premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement
3. If the Landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential Premises concerned during the reservation period, the whole of the fee will be refunded.
4. If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the Premises were not leased or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.
6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential Premises concerned.

Details of any repairs or other work to be carried out by the landlord in accordance with condition 4 above:

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 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 Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- i. to reserve the Premises for the period and in accordance with the conditions above stated
- ii. to notify the applicant within the reservation period whether or not the application has been approved,
- iii. and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy/Lease Agreement 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 or 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.

FULL NAME \_\_\_\_\_

FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_