**TENANCY APPLICATION GUIDELINES**

One application is required for every application over the age of 18 occupying the property. If an application is to only be an approved occupant – not lessee, please write on the top of their application “Occupant only”.

Each applicant is required to provide copies of 100 points ID and 100 points of proof of income and savings.

|  |  |  |  |
| --- | --- | --- | --- |
| **Identification Points**:  |   | **Proof of income and savings**:  |  |
| Drivers licence 50  |   | Bank Statements  | 20  |
| Passport 50  |   | Wage advices x 4  | 20  |
| Photo Id 10  |   | Current tenant ledger  | 20  |
| Birth certificate 20  |   | Previous tenant reference  | 20  |
| Electricity and Internet and/or Gas account 20  |   | Motor Vehicle Registration  | 20  |

This application cannot be processed unless accompanied by all copies of Identification and proof of income and savings. Your application will take approximately 48 hours to process.

***Application Checklist***

 I have provided 100 points of Identification

 I have completed all sections on the application form

 I have provided 100 points of proof of income and savings

 I have inspected the property both internally and externally

 I have read and signed the Privacy Disclosure Statement & Privacy Consent

We use TICA, (tenancy default data base) to ensure that you have not been listed as a defaulting tenant.

**APPLICATION FOR GENERAL TENANT**

**Rental Property address:………………………………………………………………………………………**

Total number of persons to occupy premises: Adults ………….. Children …………... Ages

…………..

Thank you for your application to rent a property through Rental Trends. Please ensure that the application is **fully completed** to ensure prompt processing. All applications are subject to the landlord’s approval.

If your application is successful it will be arranged with you to have all leaseholders attend to the signing of the General Tenancy Agreement and relevant paperwork. You are required to pay to our Trust Account the equivalent of 4 weeks for the bond and 2 weeks rent within 24 hours of being advised of approval. All tenants must sign the lease and pay the total ingoings before the keys are handed over. It is your responsibility to ensure that electricity, gas and telephone are connected. The owner’s insurance does not cover tenants contents, It is your responsibility to arrange insurance cover for your belongings.

If your application is unsuccessful, the owner or his agent are not obligated to explain why your application was not accepted.

Please provide us with your contact details to enable us to advise you on your application:

 Home:………………………… Work:…………………….. Mobile:……………………….

Email address:…………………………………………………………………………………………...

# APPLICATION FOR RESIDENTIAL TENANCY

|  |  |
| --- | --- |
| Application for:   |   |
| **FIRST APPLICANT**  |
| Full Name:  |   |
| Current Address:  |   |
| Phone:  |   | Date of Birth:  |
| Car Registration:  |   | Drivers Lic No.:  |
| Children’s Names & & Ages:  |   |
| Types of Pets & Ages:  |   |
| **Present Address:**  |   |
| Owned/Rented:  |   | Amt Paid p/w: $  |
| Name of Agent/Owner:  |   | Phone:  |
| Email Address |
| Period of occupancy:  |   |   |
| Reason for leaving:  |   |
| **Previous Address:**  |   |
| Owned/Rented:  |   | Amt Paid p/w: $  |
| Name of Agent/Owner:  |   | Phone:  |
| Email address |
| **HAVE YOU OWNED YOUR OWN HOME**:  |
| Period of occupancy:  |   | Vacate Date:  |
| Reason for leaving:  |   |
| **Occupation / Source of Income**  |
| Employer:  |  Position:  |
| Employers’ Address:  |   |
| Length of employment:  |  Net Wage p/w: $ Wk Ph:  |
| **College, TAFE or University**  |
| Name of Institute:  |   | Student ID No.:  |
| Faculty/Course:  |   | Net Wage p/w:  |
| **3 Rental &/or Personal References (not relatives)**  |
| Name & Relationship:  |   | Amt Paid p/w: $  |
| 1)  | Phone:  |   |
| 2)  | Phone:  |   |
| 3)  | Phone:  |   |
| **2 Names of Relatives to contact in emergency**  |
| 1)  | Relationship:  |   |
| Address:  | Phone:  |   |
| 2)  | Relationship:  |   |
| Address:  | Phone:  |   |
| **SECOND APPLICANT**  |
| Full Name:  |   |
| Current Address:  |   |
| Phone:  |   | Date of Birth:  |
| Car Registration:  |   | Drivers Lic No.:  |
| Children’s Names & Ages:  |   |
| Types of Pets & Ages:  |   |
| **Present Address:**  |   |
| Owned/Rented:  |   | Amt Paid p/w: $  |
| Name of Agent/Owner:  |   | Phone:  |
| Email Address: |  |  |
| Period of occupancy:  |   | Vacate Date:  |
| Reason for leaving:  |   |
| **Previous Address:**  |   |
| Owned/Rented:  |   | Amt Paid p/w: $  |
| Name of Agent/Owner:  |   | Phone:  |
| Email Address: |
| **HAVE YOU OWNED YOUR OWN HOME:**  |
| Period of occupancy:  |   |   |
| Reason for leaving:  |   |
| **Occupation / Source of Income**  |
| Employer:  | Position:  |
| Employers’ Address:  |   |
| Length of employment:  |  Net Wage p/w: $ Wk Ph:  |
| **College, TAFE or University**  |
| Name of Institute:  |   | Student ID No.:  |
| Faculty/Course:  |   | Net Wage p/w:  |
| **3 x Rental &/or Personal References (not relatives)**  |
| Name & Relationship:  |   | Amt Paid p/w: $  |
| 1)  | Phone:  |   |
| 2)  | Phone:  |   |
| 3)  | Phone:  |   |
| **2 x Names of Relatives to contact in emergency**  |
| 1)  | Relationship:  |   |
| Address:  | Phone:  |   |
| 2)  | Relationship:  |   |
| Address:  | Phone:  |   |
| **Persons to sign lease:**  |
|  I, the applicant do solemnly and sincerely declare that I am not bankrupt and affirm that the above information is true & correct. I have inspected the abovementioned premises & wish to take tenancy of such premises for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ months from \_\_\_/\_\_\_/\_\_\_\_\_\_ at a rental of $\_\_\_\_\_\_\_\_ per week and that rental to be paid is within my means. On acceptance it is agreed an amount equal to 2 weeks rent plus 4 weeks rent for the Bond will be paid into Rental Trends Trust Account. Therefore, I will be paying a total $\_\_\_\_\_\_\_\_ upon signing of the Rental Agreement to Rental Trends. It is acknowledged that all other rental payments may only be made through the Trust Account of Rental Trends. IT IS AGREED that acceptance of this application is subject to a satisfactory report as to the tenant’s credit worthiness, etc.  First Applicant’s Signature: …………………………………………………..... Date: / /  Witness: ……………………………………………………… Date: / /  Second Applicant’s Signature: …………………………………………………. Date: / /  Witness: ……………………………………………………… Date: / /   |

**PRIVACY INFORMATION SHEET**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you 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 organisation 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 Agent discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto other organisations as listed above.

I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the Agent to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with the Agent and an enquiry has been made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the Agent to register any of my details of such breach with a tenancy database.

 I/we further agree and understand that the removal of such information from a tenancy database is subject to the conditions of the database company.

I/we agree and understand that should I/we fail to provide the Agent with the information and acknowledgements required the Agent may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with a tenancy database could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we do solemnly and sincerely declare that the information contained in this application is true and correct and that all information has been given of my own free will. I/we authorise you to contact and or conduct any inquiries or searches with regard to the information supplied on this application.

I/we understand that once my/our application is accepted that 2 weeks rent plus 4 weeks bond must be paid to Rental Trends Trust Account within 24 hours of being advised of approval. I/we further understand that should I/we not comply with the payment of funds to the Rental Trends Trust Account within 24 hours that the Agent/Lessor has the right to decline the original approval of my/our application.

**Print Name:.......................................................... Print Name:....................................................**

**Date:..................................................................... Date:...............................................................**