

Check list

Before you lodge your application make sure to check the following:

Identification of the prospective tenants

You must supply us with 2 forms of Id, one of them should be a photo Id

The first form of Id can be any valid passport or an Australian Driver License (overseas driver licenses are not accepted).

If you have a valid passport and an Australian Driver License (that is all we need)

The second form of Id can be a Medicare card or a bank card

If there are any issues give us a call on 98942300 to discuss what other sort of Id you can provide to us, we will do our best to solve your problem

Identifications can be emailed to us in pdf format or Jpg, or you can simply bring them to the office by prior appointment and we will scan them for our record. (Whatever is easier for you?)

Filling out the form

Make sure to complete all pages and sign the bottom of each page, if by any chance you are not typing in the form please try to write as clear as possible and make sure you supply us with your contact details, Mobile phone and email address, etc.

If there is not enough space for a question, simply write the answer on an extra page and attach it to your application

Good luck with your application☺

Tenancy Application

Rental Property Details:	Occupation:
Address:	Salary income per week after tax:
Rental Amount:	Employer name:
Tenancy terms in months:	Employer address:
Applicant's Name:	Employer phone number:
Current Address:	How long employed there?
Home phone Number:	In years and months:
Mobile:	<u>References</u>
Email:	Name :
How long at this address:	Relationship to applicant:
Reason for leaving:	Address:
Name of landlord / Agent:	Ph:
Phone number of Landlord / Agent:	Name :
	Relationship to applicant:
	Address:
	Ph:

By providing us your email address in this application you accept that we are authorized to communicate with you via this email address.

Applicant's Signature-----Date:

Previous address:

Name of landlord / Agent:

Phone number of landlord / Agent:

Reason for leaving;

Any issue whatsoever with the past landlord / agent? If yes please explain what was the problem?

Have you ever been charged for theft / violent/ property damaged? If yes please explain when and why?

Any pets?

If yes, number and type of pets? Any previous reference from an estate agency while you had the pets at the property?

Declaration:

I declare that the information given on this application on this date is true and correct to the best of my knowledge.

Applicant's full legal name:

Signature-----Date:

Privacy collection Notice

The personal information that the prospective tenant provides to us in this application is necessary for us to verify your identity, we will use the information provided in this application to contact whatever source or whoever we think in our opinion is necessary to confirm that the information provided in your application is correct and true.

The personal information collected about the applicant may be disclosed by use of internet or otherwise to any party that we think in our reasonable opinion can help us to get more information about you as a prospective tenant.

You are well aware that the landlord of the property will be provided with full details of your application before the landlord can make any decision on your application and you do not have any objection on this issue.

If your application is successful and while you are at the property as a tenant we will provide your name and phone number to trades people to contact you and carry out any repairs / improvement at the property.

We may also provide your details to police, and or any other legal authority even after you have left the property.

We may also provide your details to water authority, gas and electricity suppliers in case you have not connected / disconnected the services to the property.

We will be only able to process your application and/or accept you as a tenant if you are happy for us to collect your information and share those information with others as has been mentioned above.

I -----insert name of Applicant

Acknowledge that I have read and understood the contents of this privacy collection notice and have no objection on the above issues.

Signature-----

Date;