



## Tenancy application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_



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# TENANCY APPLICATION

Property: \_\_\_\_\_ Date Inspected: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Agent who showed you the property: \_\_\_\_\_ Appointment time: \_\_\_\_\_ AM / PM

**THE APPLICATION CANNOT BE PROCESSED UNLESS THE FOLLOWING INFORMATION IS PROVIDED**

- Photo Identification**  
A current drivers licence is acceptable. If you do not have a drivers licence you must produce other documents such as a passport, birth certificate and/or other photo identification. We must site the original.
- Tenancy Reference**  
If you are currently renting, or have rented in the past, a tenancy ledger from your most current landlord/agent is required. Further any information/references from previous landlords/a gents is preferred. If no ledger is available then copies of at least five rent receipts must be provided.
- Current Lease**  
Copy of the front page of your current lease agreement
- Proof of Income**  
Your last three pay slips are required. Your most recent original bank statement displaying your name and account details is required. Should you be receiving any government payments an original statement from that government agency is required. A reference from your employer is preferred. If you are self employed, documentation is required to support your business ownership i.e copy of the business registration certificate, bank statements, letter of confirmation from the company accountant.
- Proof of Address**  
Copies of telephone account, mobile phone account, electricity account, bank and/or credit card account and motor vehicle registration papers.
- Home Owners**  
If your current or last address was your own home you will need to provide mortgage documents or certificate of title and/or bank statements. Reference from selling agent and or solicitor is also very helpful.

**PLEASE BE ADVISED OF THE FOLLOWING GUIDELINES WHEN APPLYING FOR RENTAL PROPERTIES**

1. Our Agency reserves the right to accept multiple applications for each property
2. All adults over the age of 18 who will occupy the premises must complete a Tenancy Application Form whether going on the lease or not
3. If an application is not completed in full, or if insufficient information and references are given, it will not be processed until such information is made available
4. Prospective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed
5. Bond transfers are not accepted by this office
6. Keys will not be handed over until initial monies have been paid in full and each applicant has signed the Residential Tenancy Agreement
7. We will endeavour to notify you by phone whether or not your application has been approved within two business days of receipt of the application in full
8. The Landlord's decision to approve or reject your application will be based on the number and quality of references provided and demonstrated ability to pay rent and maintain the property to an acceptable standard. Therefore, please complete the application to the best of your ability, providing as much information and supporting documents or references as possible.
9. We require our tenants to pay their rent using the Jim Aitken + Partners DEFT card. If your application is accepted, you will need to register in order to use this system/card prior to entering into a lease agreement.

**APPLICATION DECLARATION AND PRIVACY STATEMENT**

I hereby offer to rent the property from the owner under the lease to be prepared by the Agent. Should this application be accepted by the Landlord, I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that I will be required to pay 1 weeks rent as a holding deposit within 24 hours from the approval of the application. Then I must pay the balance of the two weeks rent and the bond prior to the signing of the lease. These payments are to be made using the Jim Aitken + Partners DEFT Card. No cash or cheques will be accepted in our office.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

After the above initial payments have been made, our preferred method of rent payment is via the Jim Aitken + Partners DEFT card. No cash or cheques will be accepted in our office.

After the application is approved and the deposit paid (the deposit paid is equal to 1 weeks rent), I agree that if I change my mind and do NOT proceed with the lease; the deposit will be forfeited to the Landlord in full. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and I am willing to accept it in its current state. I declare that I am not bankrupt or an undischarged bankrupt.

I authorise the Jim Aitken + Partners to obtain and confirm personal information from:

- (a) The owner or the Agent of my current or previous residence
- (b) My personal referees and employer/s
- (c) Any record listing, or database of default tenants

The personal Information the prospective tenant provides in this application or collected from other sources is necessary for Jim Aitken + Partners to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Any 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. Information already held on tenancy databases may also be disclosed to this agency and/or the 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 as required. If the applicant would like to access the personal information that this agency 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, this agency may not be able to process the application and manage the tenancy.

I acknowledge that Jim Aitken + Partners will use and disclose my personal information to:

- (a) The landlord, referees or other agents
- (b) Prepare Lease/Tenancy documents
- (c) Allow tradespeople or equivalent organisations to contact me
- (d) Lodge/claim/transfer to/from Fair Trading Renting services
- (e) Refer to Tribunals/Courts & Statutory Authorities where applicable
- (f) Refer to collection Agents/Lawyers where applicable
- (g) Complete a credit check with any Tenancy Database
- (h) Connect utilities through YourPorter

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the Tenancy Default Database, and to Agents/Landlords of properties I may apply for in the future.

I am aware that if the necessary information is not provided or I should not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I authorise the Agent to request my personal information from any default database or listings such as NTD, TICA or TRA for the purpose of checking my tenancy history. If you wish to access your information or dispute your record you can contact: NTD 1300 563 826 - www.ntb.net.au, TICA 1902 220 346 - www.tica.com.au, TRA (02) 9363 9244 - www.tradingreference.com

Jim Aitken + Partners comply with the laws protecting your privacy. The information you provide to Jim Aitken + Partners will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Jim Aitken + Partners or do not wish Jim Aitken + Partners to use your information for purposes other than in accordance with this Agreement, please contact the office handling your application. You may obtain a copy of Jim Aitken + Partners Privacy Policy by visiting our website jimaitken.com.au.

Name \_\_\_\_\_

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

Sign \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PROPERTY APPLYING FOR**

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Date Property is to be occupied / / \_\_\_\_\_

Proposed length of tenancy \_\_\_\_\_

Rent Payable for Property \$ \_\_\_\_\_ per week/month

Name(s) of other Applicants to Occupy Property \_\_\_\_\_

Relationship? \_\_\_\_\_

Relationship? \_\_\_\_\_

Relationship? \_\_\_\_\_

**PERSONAL DETAILS**

Title \_\_\_\_\_ First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Other names you have been known as \_\_\_\_\_

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

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Driver Licence No \_\_\_\_\_ State \_\_\_\_\_ Expiry \_\_\_\_\_

Car Registration No \_\_\_\_\_ Expiry \_\_\_\_\_

Passport No \_\_\_\_\_ Country \_\_\_\_\_ Expiry \_\_\_\_\_

Alternate ID \_\_\_\_\_ No \_\_\_\_\_ Expiry \_\_\_\_\_

Pension Type \_\_\_\_\_ No \_\_\_\_\_

**PERSONAL DETAILS CONTINUED**

Are you an Australian citizen?  Yes  No

Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

**CURRENT LIVING SITUATION**

Are you the  Owner  Renter  Other (please specify) \_\_\_\_\_

How long have you lived at your current address? Yrs \_\_\_\_\_ Mths \_\_\_\_\_

Name of Landlord/Agent/Selling Agent \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Rent/Mortgage paid \$ \_\_\_\_\_ per week/month

Reason for leaving \_\_\_\_\_

Has your rent/mortgage always been paid on time? \_\_\_\_\_

Was bond repaid in full?  Yes  No  N/A

If No please specify \_\_\_\_\_

**PREVIOUS LIVING HISTORY**

Were you the  Owner  Renter  Other (please specify) \_\_\_\_\_

Previous Address \_\_\_\_\_

How long did you live at this address? Yrs \_\_\_\_\_ Mths \_\_\_\_\_

Name of Landlord/Agent/Selling Agent \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Rent/Mortgage Paid \$ \_\_\_\_\_ per week/month

Reason for leaving \_\_\_\_\_

**PREVIOUS LIVING HISTORY CONTINUED**Has your rent/mortgage always been paid on time?  
\_\_\_\_\_Was bond repaid in full?  Yes  No  N/A  
\_\_\_\_\_If No please specify:  
\_\_\_\_\_**OTHER INFORMATION**Number of persons occupying the property      Adults      Children  
\_\_\_\_\_Ages of any children  
\_\_\_\_\_Will other occupants stay at the property occasionally?  
\_\_\_\_\_If so, how often?  
\_\_\_\_\_Do you have pets?  Yes  No    If yes how many?  
\_\_\_\_\_Are they:  Indoor  Outdoor  Indoor & Outdoor  Other  
\_\_\_\_\_Type/breed 1:      Size (small, medium, large)  
\_\_\_\_\_Type/breed 2:      Size (small, medium, large)  
\_\_\_\_\_Council Registration 1:  
\_\_\_\_\_Council Registration 2:  
\_\_\_\_\_

I acknowledge that no pets can be kept at the premises unless approved by the Landlord/agent, and 'pet Clause' is added to the lease

Do you smoke?  Yes  No  
\_\_\_\_\_**NEXT OF KIN**Name      Relationship  
\_\_\_\_\_Address  
\_\_\_\_\_Phone      Work  
\_\_\_\_\_**CURRENT EMPLOYMENT DETAILS or CENTRELINK DETAILS**Occupation  
\_\_\_\_\_Company Name      ABN  
\_\_\_\_\_Employment Address  
\_\_\_\_\_Suburb      Post Code  
\_\_\_\_\_Contact Name      Phone  
\_\_\_\_\_Email      Mobile  
\_\_\_\_\_Terms: Full Time / Part Time / Casual / Subcontractor / Centrelink  
\_\_\_\_\_Length at current employment      Years      Months  
\_\_\_\_\_Income weekly \$      Income annually \$  
\_\_\_\_\_Date of latest pay slip    /    /      What is the year to date net figure?  
\_\_\_\_\_**PREVIOUS EMPLOYMENT DETAILS**Occupation  
\_\_\_\_\_Company Name      ABN  
\_\_\_\_\_Employment Address  
\_\_\_\_\_Contact Name      Phone  
\_\_\_\_\_Email      Mobile  
\_\_\_\_\_Terms: Full Time / Part Time / Casual / Subcontractor / Centrelink  
\_\_\_\_\_Length at employment      Years      Months  
\_\_\_\_\_Income weekly \$      Income annually \$  
\_\_\_\_\_**EXPENSES**

Total amount of all loan repayments, credit card or other finance repayments you are obligated to pay each week:

\$ \_\_\_\_\_ (Please provide proof of balances/repayments) eg bank statements

Type	Name of Lender	Amount Owning	Repayment Amount

**PERSONAL REFEREES (Three people required)**1. Referee Full Name  
\_\_\_\_\_Occupation      Relationship  
\_\_\_\_\_Phone      Mobile  
\_\_\_\_\_2. Referee Full Name  
\_\_\_\_\_Occupation      Relationship  
\_\_\_\_\_Phone      Mobile  
\_\_\_\_\_3. Referee Full Name  
\_\_\_\_\_Occupation      Relationship  
\_\_\_\_\_Phone      Mobile  
\_\_\_\_\_**IF STUDENT PLEASE COMPLETE THE FOLLOWING**Course Name  
\_\_\_\_\_Place of study  
\_\_\_\_\_Course Length      Enrolment No.  
\_\_\_\_\_Parents Name      Phone  
\_\_\_\_\_Campus Contact      Phone  
\_\_\_\_\_Course Coordinator      Phone  
\_\_\_\_\_