

## Tenancy Application form

**Please complete every field below before submitting this application form. Each person wishing to lease the property must submit a separate application. Make sure you attach:**

- ♣ Copy of identification
- ♣ Proof of current residence (eg. phone bill, electricity bill)
- ♣ Proof of income/ability to pay (eg. pay slip, letter from accountant, centrelink statement)

**Failure to comply with the above conditions may prevent your application from being processed.**

### Rental Property

Address \_\_\_\_\_ Rent \_\_\_\_\_

### Personal Details

Full name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current address \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Drivers licence/passport number \_\_\_\_\_

### Employment Details

Occupation \_\_\_\_\_ Date of Commencement \_\_\_\_\_

Employer's name \_\_\_\_\_ Contact name \_\_\_\_\_

Employer's address \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Previous employer \_\_\_\_\_ Contact \_\_\_\_\_

Position \_\_\_\_\_ Work phone \_\_\_\_\_ Period of employment \_\_\_\_\_

### Rental Details

Current landlord/agent name \_\_\_\_\_

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

Weekly rent \_\_\_\_\_ Length of occupancy \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

Previous rental address \_\_\_\_\_

Previous landlord/agent \_\_\_\_\_

Weekly rent \_\_\_\_\_ Start date \_\_\_\_\_ End date \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

### Personal References (not relatives)

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

**Emergency Details**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

**Tenancy Details**

Number of occupants: \_\_\_\_\_

Number of adults: \_\_\_\_\_

Number of children: \_\_\_\_\_

Ages of children: \_\_\_\_\_

Pets – yes or no

How many & what kind of pets: \_\_\_\_\_

Proposed commencement date of lease: \_\_\_\_\_

Proposed Length of lease: \_\_\_\_\_

Proposed frequency of rental payment - weekly or monthly

**Please read through the following information before signing. Please note that properties are leased in their current condition, unless otherwise mentioned.**

1. I declare that I have inspected the property and have found it to be in a reasonable state of cleanliness and repair. If I have noticed something that needs attention, it appears below:

2. I declare that I am able to meet the rental payments required for this property, and that the information supplied is true and correct, and I am not bankrupt.

3. *I authorise Exclusively Rentals to check the references supplied to provide information to the landlord for the purpose of assessing my eligibility to lease the property. Reference checks may also be made with third party tenancy reference databases.*

**Privacy Policy**

The personal information supplied by the Applicant 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 tenancy (if successful) may be disclosed for the purpose of which it was collected to other parties including the landlord, referees, other agents and third party tenant databases. Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. If the Applicant enters into a Lease Agreement, and if the Applicant breaches their lease agreement, then the Applicant’s personal information may be disclosed to the landlord, third party tenant databases, and other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent. 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.

Signed: \_\_\_\_\_

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

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