



Saskia Timmerman 0419 998 955 Louise Snowdon 0414 708 895

Tenancy Application Form

All residential tenancy applications will NOT be processed unless the following documents are supplied.

PRIMARY DOCUMENTS

**Each applicant must provide at least 100 points worth of documentation.
Expired documents will not be accepted.**

- | | |
|--|-----------|
| <input type="checkbox"/> Drivers Licence or Passport | 60 points |
| <input type="checkbox"/> Proof of Age Card | 50 points |
| <input type="checkbox"/> Birth Certificate | 50 points |
| <input type="checkbox"/> ATM Card / Credit Card | 20 points |
| <input type="checkbox"/> Medicare Card | 20 points |
| <input type="checkbox"/> Centrelink Card | 20 points |

SECONDARY DOCUMENTS

Each applicant must supply at least TWO of the below documents

- Last two pay slips from current employer
- Centrelink statement of income
- If self employed, copies of registered ABN and business name, statement of income and or accountant's details
- If renting, history payment ledger
- If owner / occupied, council or water rates
- Two additional documents that support your current residential address
- Full details of any pets

Applications will not be accepted without an internal inspection of the property. There must be one application submitted for each applicant over the age of 18 years old.

IMPORTANT NOTICE

- Under no circumstances, does our office accept cash payments for rent. Method of payment is by direct deposit only.
- Once an application has been approved, within 48 hours, two (2) weeks rent for properties less than \$300pw, and four (4) weeks rent for properties over \$300pw, plus \$15 lease preparation fee must be paid. A bank cheque or money order to be made payable to 33 Degrees Real Estate.
- Upon signing the Residential Tenancy Agreement, you are required to pay four (4) weeks rent as bond. A bank cheque or money order to be made payable to Rental Bond Board.

PROPERTY DETAILS

Address of Premises Applied for _____

Rent Per Week \$_____ Proposed Lease Commencement Date ____ / ____ / ____

To sign 6 / 12 month Residential Tenancy Agreement

APPLICANTS PERSONAL DETAILS

Full Name _____ DOB: ____ / ____ / ____

Mr / Mrs / Ms / Miss / Dr

Phone H (____) _____ W (____) _____ M _____

Driver's Licence # _____ Vehicle Rego _____

Number of People to Occupy Premises Adults ____ Children ____ Ages of Children _____

In Case of Emergency Name, Address and Contact Number of Friend or Relative

EMPLOYMENT DETAILS

Current Occupation _____

Employers Name _____

Employers Address _____

Contact Name and Number _____

Commencement Date ____ / ____ / ____ Period of Employment _____ mths / yrs

Net Income Per Week \$_____ per week Full Time / Part Time / Casual

Reasons for Leaving _____

If less than 2 Years:

Previous Occupation _____

Employers Name _____

Employers Address _____

Contact Name and Number _____

Commencement Date ____ / ____ / ____ Period of Employment _____ mths / yrs

Net Income Per Week \$_____ per week Full Time / Part Time / Casual

Reasons for Leaving _____

RESIDENCE HISTORY DETAILS

Present Address _____

Name of Landlord / Agent _____

Contact Name and # _____ (____) _____

Period of Occupancy _____ mths / yrs Current Rent Paid \$_____ pw

Reason for Leaving _____

If less than 2 Years:

Present Address _____

Name of Landlord / Agent _____

Contact Name and # _____ (____) _____

Period of Occupancy _____ mths / yrs Current Rent Paid \$_____ pw

Reason for Leaving _____

Applicant's Signature _____ Date ____ / ____ / ____

ANIMAL DECLARATION

I declare the following information in relation to my pet/s.

1. Details of actual owner/s of the animal/s

2. Number of animals and breed type of animals to be kept at property

4. Is each of the animals registered with appropriate local councils? Yes / No
5. Micro-chipped: Yes / No Microchip Number: _____
6. Does the owner/s of the animal/s have public liability insurance? Yes / No
7. Is the animal/s likely to or ever been known to bite? Yes / No
8. Is the animal/s likely to jump on people or over fences? Yes / No
9. Would you guarantee that the animal/s would never be allowed inside the house? Yes / No
10. Will you guarantee to make good any damage to the property caused by the animal/s? Yes / No

I declare that the above information in relation to the animal/s to be true and correct. I, owners of the animal/s agree to indemnify the landlord and agent of any liability for injury or damage caused by the actions of the animal/s if granted a lease of the premises in this application.

Applicant's Name _____

Applicant's Signature _____

Date _____ / _____ / _____

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents or third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like access to the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

A fee of \$25.00 will be charged for collation and provision of access to information once the file has been archived. A fee of \$20.00 per 15 mins or part thereof will also apply for the inspection time. Any photocopying of approved information will be charged at \$0.35 per copy page. The \$25.00 collation fee and the \$20.00 for the first 15 minutes of time must be paid prior to making the inspection appointment.

Trading Reference Australia Disclosure

I understand this agent is a member of Trading Reference Australia Pty Ltd (TRA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA / Landlord / Video Store for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA.

I acknowledge that if I am currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I acknowledge that if I default on my tenancy / rental obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord and I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing.

I acknowledge that information provided to TRA by these authorities given by me may be available to:

- a) Real Estate Agents and Landlords to assist them in evaluating applications for leases.
- b) Video stores to evaluate applications for Memberships.
- c) Real Estate Agents, Landlords, Video stores and other persons or institutions for the purpose of locating me.

Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step, which the former agent could have taken.

Privacy Act Acknowledgement for Tenants

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 to 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 database member 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 the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Limited. I further give my permission for my information to be provided to any other tenancy databases for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Limited is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Limited could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Limited can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Limited are charged at \$5.45 per minute inclusive of GST.

Applicant's Name _____

Applicant's Signature _____

Date _____ / _____ / _____