

## Tenancy Application

### PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

- *One Application* is to be completed per person over 18yrs of age
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

▪ Drivers Licence	40
▪ Passport	40
▪ 18+ Card	40
▪ Birth Certificate	30
▪ Other Photo ID	30
▪ Current Wage Advice	30
▪ Previous Tenancy Reference	20
▪ Previous two rent receipts	20
▪ Motor vehicle registration certificate	10
▪ Bank Statement	10
▪ Telephone Account	10
▪ Electricity Account	10
▪ Gas Account	10

Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 2 weeks rent, be paid via BPAY or direct transfer with the reference numbers provided to you within 48 hours of acceptance. If your application has been approved by the property owner the General Tenancy Agreement (lease) is to be signed by all approved tenants within 24 hours. If you have been unsuccessful you will be notified within 24-48 hours.

*Before I submit this Application, I have...*

- Attached photocopies of documents to meet 100 or more points of ID. Refer to the list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement, Privacy Consent

*We hope to have your application processed within 24 hours of receiving a FULL application.*

Please note your application will **not** be processed if you do not provide required information.

## PROPERTY DETAILS:

Address of Property:		
Suburb	Rent Per Week: \$	
Lease Commencement Date:	Lease Term:	months
Names of all other occupants wishing to reside at the property and their relationship to you:		
	D.O.B:	
	D.O.B:	
	D.O.B:	
	D.O.B:	
Number of Occupants:	Adults:	Children:
Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	
Breed:	Council Registration:	

- We/I have inspected the property and wish to submit this application:
- We/I have been unable to inspect the property and wish to submit an application without prior inspection. If approved, We/I am accepting the property as is:

## PERSONAL DETAILS:

Given Names:	
Surname:	
Mobile:	Home Phone:
Work Phone:	Fax:
Email:	
Date of Birth:	Smoker: <input type="checkbox"/> Yes <input type="checkbox"/> No
Drivers Licence No:	Drivers Licence State:
Passport Number:	Passport Country:

## EMERGENCY CONTACT DETAILS – Not Residing at the Property

Given Name(s):	Surname:
Relationship to you:	
Address:	
Phone:	Email:

## CURRENT TENANCY DETAILS:

Street Address:	Suburb:
Length of time a property:      Years      Months	Rent per week: \$
Reason for leaving:	
Name of Landlord/Agent:	Phone:
Landlord/Agent Email:	

## PREVIOUS RENTAL HISTORY:

Previous Address:	Suburb:
Length of time at property:      From:      To:	Rent per week: \$
Reason for leaving:	
Name of Landlord/Agent:	Phone:
Landlord/Agent Email:	
Was the Bond refunded in full:      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If No, please specify deductions:	

## CURRENT EMPLOYMENT:

Occupation:	Company Name:			
What Employment Term Are You Employed:	Full Time	Part Time	Casual	Contract
Contact Name (payroll/manager):				
Email:				
Length of Employment:	Years	Months	Weekly Nett Income: \$	

## PREVIOUS EMPLOYMENT:

Occupation:	Company Name:			
What Employment Term Are You Employed:	Full Time	Part Time	Casual	Contract
Contact Name (payroll/manager):				
Email:				
Length of Employment:	Years	Months		

## INCOME:

Net Income from Employment: \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
Centrelink Payment:\$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
Other Income Source: \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly

## SELF EMPLOYMENT DETAILS:

Company Name:	
Business Type:	
Business Address:	
Suburb:	Postcode:
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	
Suburb:	Postcode:
Accountant Email:	

## PROFESSIONAL REFERENCE – not residing at the property

Name:	
Relationship:	
Email:	Phone:

## PERSONAL REFERENCE – not residing at the property

Name:	
Relationship:	
Email:	Phone:

Name:	
Relationship:	
Email:	Phone:

## PET ACKNOWLEDGEMENT/AGREEMENT

THE TENANT(S) ACKNOWLEDGES & UNDERSTANDS THE FOLLOWING:

- The approved pet(s) is only for the one(s) that have been agreed upon. Should the approved pet(s) move on or pass, the tenant(s) are aware that they must submit another Pet Application form to have another pet(s) approved at the property.
- The tenant(s) are responsible for cleaning up all pet refuse during their tenancy. This must be done on a regular basis. All pet refuse MUST be disposed of correctly and not put into garden beds or left around the property.
- The pet(s) are not permitted to be inside the property at ANY time, unless otherwise agreed upon in the lease agreement. Any evidence of the pet(s) being inside is a breach of the tenancy agreement and WILL result in a breach notice being issued.
- It is the tenant's responsibility to ensure any damages to the property or gardens are rectified as soon as possible. Should any damages by the pet be noted on vacate, the cost of the damage will be deducted from your bond.
- The tenant must have the property internally & externally fumigated for fleas upon vacating. The tenant must provide a receipt for this when they return the keys.
- The tenant is responsible for ensuring the pet(s) do not make excessive noise at a level that may disturb neighbours.
- If in a complex of any sort, the tenant must ensure that the pet(s) are contained in the boundaries of the property and not allowed to roam around.

TYPE OF PET: DOG Number: \_\_\_\_\_ CAT Number: \_\_\_\_\_

OTHER: \_\_\_\_\_

BREED(S): \_\_\_\_\_

AGE: \_\_\_\_\_

COUNCIL REGISTRATION: \_\_\_\_\_

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

**PRIVACY CONSENT:**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Freedom Rentcare. I authorise Freedom Rentcare to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Freedom Rentcare subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise Freedom Rentcare to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

**MARKETING CONSENT:**

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Freedom Rentcare to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other –

**UTILITY CONNECTIONS**

Unless I have opted out of this section, I/we:



myconnect is a FREE and easy to use utility connection service

Yes, Please Contact Me

Interpreter required

Phone: 1300 854 478  
 Fax: 1300 854 479  
 Email: [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)  
 Web: [www.myconnect.com.au](http://www.myconnect.com.au)

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing and easy to on service confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility : contact Me providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any

act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

**ELECTRONIC TRANSMISSION:**

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

**ACKNOWLEDGEMENT & CONSENT BY APPLICANT:**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date:</b>	