

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)

## A. AGENT DETAILS



**HOME**  
PROPERTY MANAGEMENT

Phone: 0404 342 010  
Email: leasing@44homepropertymanagement.com.au  
Website: www.44homepropertymanagement.com.au

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

|          |
|----------|
|          |
| Postcode |

2. Lease commencement date?

|     |       |      |
|-----|-------|------|
|     |       |      |
| Day | Month | Year |

3. Lease term?

|       |        |
|-------|--------|
|       |        |
| Years | Months |

4. How many tenants will occupy the property?

|        |          |                 |
|--------|----------|-----------------|
|        |          |                 |
| Adults | Children | Childrens D.O.B |

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

|         |              |
|---------|--------------|
| Surname | Given Name/s |
|         |              |

|               |                         |
|---------------|-------------------------|
| Date of Birth | Driver's licence number |
|               |                         |

|                              |                        |
|------------------------------|------------------------|
| Driver's licence expiry date | Driver's licence state |
|                              |                        |

|              |                  |
|--------------|------------------|
| Passport no. | Passport country |
|              |                  |

|                             |                              |
|-----------------------------|------------------------------|
| Pension no. (if applicable) | Pension type (if applicable) |
|                             |                              |

6. Please provide your contact details

|                |                  |
|----------------|------------------|
| Home phone no. | Mobile phone no. |
|                |                  |

|                |         |
|----------------|---------|
| Work phone no. | Fax no. |
|                |         |

|               |
|---------------|
| Email address |
|               |

7. What is your current address?

|          |
|----------|
|          |
| Postcode |

8. How did you find out about this property?

- |                                 |                                       |  |
|---------------------------------|---------------------------------------|--|
| <input type="radio"/> Newspaper | <input type="radio"/> The Internet    | <input type="radio"/> Local Paper            |
| <input type="radio"/> Office    | <input type="radio"/> Office Window   | <input type="radio"/> Sign Board at property |
| <input type="radio"/> Referral  | <input type="radio"/> Other (specify) |  |

|  |                          |
|--|--------------------------|
| Application sent to Move Me In (if Required) | <input type="checkbox"/> |
|--|--------------------------|

## D. UTILITY CONNECTIONS

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain 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 defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

|           |      |
|-----------|------|
| Signature | Date |
|           |      |

**F. APPLICANT HISTORY**

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Landlord/agent's fax no.

Landlord/agent's email address

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net Income

Years Months

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Net Income

Years Months

\$

**H. OTHER INFORMATION**

17. Car Registration

18. Please provide details of any pets

Breed/type Council registration / number

1.

2.

**I. CONTACTS / REFERENCES**

19. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

20. Please provide details of your Next of Kin

Surname

Given name/s

Relationship to you

Phone no.

21. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**J. 100 POINTS OF ID REQUIRED:**

We require 100 points of ID. You must have:

- 1. A current drivers Licence or other photo ID
2. Current proof of income

Applications without 100 points of ID will not be accepted.

Your 100 point check:

Table with 2 columns: ID Type, Points. Includes Drivers Licence (40), Passport (40), Birth Certificate (30), etc.

**K. PAYMENT DETAILS**

Property Rental

\$ per week

First payment of rent in advance

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

**L. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved. The holding fee (not exceeding 1 week's rent) of ... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;
and
(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
and
(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
(v) The whole of the fee will be refunded to the prospective tenant if:
(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date