



APPLICATION FOR TENANCY

Property applying for: _____

Date of viewing: ____/____/____

Application for tenancy of _____ Months. Commencing ____/____/____ at \$_____ per week.

To process this application you are requested to answer all questions to the best of your ability. Please fill in all sections. Any false information will void your application. Please note that the security Deposit amount is payable on signing of the Residential Tenancy Agreement and rent is to be paid prior to the tenancy commencing. Sorry no credit card or eftpos facilities are available.

Full name: _____ Date of Birth: _____

Email: _____

Phone B/H: _____ Phone A/H: _____

Drivers Licence # _____ State: _____

Car Registration # _____ Make/Model _____ Colour _____

Full name/s and date/s of birth of all occupants to be on the Residential Tenancy Agreement:

(Please also include details of any pets that will be kept on the premises)

Current Address: _____

Length at address: _____ Rent Paid: \$_____ per week

Reason for leaving: _____

Current Agent/Owners Name: _____ Phone: _____

Previous Address: _____

Length at address: _____ Rent Paid: \$_____ per week

Reason for leaving: _____

Previous Agent/Owners Name: _____ Phone: _____

Current Occupation: _____ Annual Income: _____

Current Employer: _____

Address: _____ Phone: _____

Length of Employment: _____

Previous Employer: _____

Address: _____ Phone: _____

Length of Employment: _____

Reason for leaving: _____

Next of Kin: _____ Phone: _____

Address: _____

Personal References

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Have you ever been evicted by a landlord or Agent? Yes No

If yes give details: _____

Are you in debt to another landlord or Agent? Yes No

If yes give details: _____

Is there any reason known to you that would affect your payment of rent monies? Yes No

If yes give details: _____

Were any deductions made from your security deposit at your last address? Yes No

If yes give details: _____

I, the applicant declare that I am not bankrupt, and the information provided herein is true and correct.

Signed: _____ Date: _____

Name: _____

ID Check - Each applicant must provide at least 100 points of identification

Points	Document	
40	Driver's License	
40	Defence ID / Evidence of Age Card / Ochre Card	
20	Bank Statement / Bank Card	
25	Car Registration Papers	
25	PAWA / Telstra Account Invoice	
25	Health Care Card / Medicare	
35	Proof of Income (3 recent pay slips)	
100	Passport - under 18 years	
70	Passport - over 18 years	
20	Rental Bond Receipt	
20	Previous four rent receipts / Tenant Ledger	
25	Council Rates	
70	Birth Certificate - over 18 years	

PRIVACY STATEMENT - Privacy disclosure statement of Gordon and Associates Pty Ltd

Personal information collected about you in this form will be used to assess your application for a residential tenancy. We may need to collect information about you from your previous lessors or leasing agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about these databases on websites www.tica.com.au. Your consent to us collecting information is set below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers and valuers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information we hold about you by contacting our office. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rent and a rental bond in advance, and that this application is subject to the approval of the owner/lessor,

I acknowledge that I have read the Privacy Statement of Gordon and Associates Pty Ltd. I authorise Gordon and Associates Pty Ltd to collect information about me from:

- (a) My previous leasing agents and/or lessors
- (b) My personal referees and employer/s
- (c) Any Tenancy Default Database (including TICA) which may contain personal information about me.

I also authorise Gordon and Associates Pty Ltd to disclose details about any defaults by me, under the tenancy to which this application relates, to any tenancy default database.

I authorise Gordon and Associates Pty Ltd to disclose the personal information collected about me to the owner of the property even if the owner resides outside Australia. I declare that all information within this entire application is true, correct and given of my own free will. I declare that I have inspected the above mentioned property internally and externally.

I DECLARE THAT:

- I have read and understood all pages of this application and have accepted all conditions herewith.
- I consent to the disclosures set out in the Authority to Obtain Tenant Information.
- I have read the Privacy Information Statements. All details herewith have been given by my own free will.
- All the information contained in this application is true and correct.
- I authorise Gordon and Associates Pty Ltd to make enquiries considered necessary to verify the information disclosed in this application.
- I understand that although Gordon and Associates Pty Ltd collects and processes applications, no reason has to be given to the unsuccessful tenant.

Signed: _____ Date: _____



AUTHORITY TO OBTAIN TENANT INFORMATION

To: _____ Fax: _____

I,..... hereby authorise any of the parties below to make investigation in relation to my application for a residential property.

• Previous Rental Agents • Referees in my Application • Previous Lessors • Employers/s

RENTAL AGENTS COMMENTS

PROPERTY ADDRESS:

Please provide the tenant's ledger for the duration of their tenancy and respond to the following questions.
 Applicant/s signature below confirms they have authorised the release of this information.

1. Amount of rent paid per week?	
2. Was rent paid on time?	
3. Condition of property on inspections:	
4. Did the tenants report maintenance in a timely manner?	
5. How long did the tenants reside at the property?	
6. Would you rent to the applicant again?	
7. Is the applicant on a current lease? If so what is the expiry date?	
8. Did the applicants have pets? Inside / Outside	
9. Were there any notices issued?	
10. Was the full bond returned? If not, why?	
Name of person completing this form:	Date: / /

EMPLOYERS COMMENTS

Length of Employment:				
Type of Employment:	Full Time	Part Time	Casual	Contract Terms
NETT Salary Per Annum:	\$			
Name of person completing this form:	Date:			/ /

Signed: _____ Date: _____