



APPLICATION PROCESS

- Complete the “application for residential tenancy” form in full. Please note that any information NOT supplied (including contact telephone numbers) may delay the process of your application.
- **Once approved**, you must pay the bond to secure the property.
- All persons over the age of 18 years whether their name is on the lease document or not must apply in full (providing all identification) and be approved by the owner.
- Please note that applications may take 48 hrs (not including weekends & public holidays) to process. Applications will only be processed during business days being Monday – Friday. Once we have the owner’s approval we will contact you to arrange an appointment time & date to sign up.
- Please note all sign up appointments will be at our office in Werribee.
- All identification must be supplied before or at time of sign up, with originals provided at sign up for verification.
- **At sign up you must bring the following with you in a “bank cheque” or “money order”.**
 - ~ Bond money (equal to one month’s rent to be held in a bond account)
 - ~ One month rent (in advance)
 - ~ Bank account details
- We do not accept cash.
- Future rental payments can be made by cheque, money order or “Rent Pay”
- All persons who will be signing the lease document must attend the sign up appointment.

NOTE: We do not accept CASH, PERSONAL CHEQUES or BOND TRANSFERS with any applications.



100 Point Identification

Prior to any tenancy application being considered, each applicant is required to provide sufficient identification, which totals 100 points. Should you have difficulty in providing this identification, please advise us prior to completing.

All items in List A must be provided. (Only one piece of Photo Id required).

LIST A	POINTS
<ul style="list-style-type: none"> • Drivers Licence • Or • Passport • Or • Proof of Age card 	= 50
• Tenancy History Ledger (if rented before)	20
• Proof of Income (payslips/Centrelink)	20
• Or Accountants Details if self employed	20

LIST B	
• Rates Notice (if own property)	20
• Australian Citizenship Certificate	20
• Power Account	15
• Telephone Account (home or mobile)	15
• Medicare Card	15
• Birth Certificate	15
• Vehicle Registration	15
• Bank/Credit Cards	15

Special conditions relating to this property:



GUARDIAN

Note: The owner’s insurance does not cover tenants’ contents. Tenants must arrange their own contents insurance upon acceptance of this application.

TENANCY APPLICATION FORM

Property Address: _____

Occupants:

How many adults will be living in the premises?: _____

How many children will be living in the premises: _____ Ages: _____

Other persons wishing to occupy premises including children. (Not Lease Name Holders)

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Pets:

Type of pet _____ Breed _____ Age _____

Type of pet _____ Breed _____ Age _____

Type of pet _____ Breed _____ Age _____

Smoking:

Do you intend to allow smoking in the premises? _____

Government Paid Bond (Ministry of Housing):

Do you intend on applying for a subsidised bond? _____ Amount \$ _____

Applicant’s special conditions: _____



THIS DECLARATION MUST BE READ BEFORE SIGNING

I / We agree to supply any identification or reference information to assist in the processing of this application & authorise the agent to photocopy & retain any part of this application.

I / We, the applicants declare that the above information supplied in this application is true & correct, & given of my /our own free will. I / We authorise Guardian Property to conduct all enquiries and or searches including tenancy databases to verify the enclosed information.

I / We acknowledge that if our application is unsuccessful that Guardian Property is not legally obliged to give any reason or explanation.

I / We declare that I / We are not bankrupt & that the rental amount is within my / our means.

~ Please note minimum lease period is six months ~

I / We have inspected the property & wish to take up tenancy (upon approval) for a period of _____ Months/ Years.

Starting from ___/___/___ at a weekly rental amount of \$_____.

I / We agree to pay the required bond amount (one month's rent) of \$_____ upon approval of the tenancy agreement.

SIGNATURE FIRST APPLICANT _____ DATE _____

SIGNATURE 2ND APPLICANT _____ DATE _____

SIGNATURE 3RD APPLICANT _____ DATE _____

WITNESS _____ DATE _____

PLEASE REFER TO OUR APPLICATION PROCESS FORM SUPPLIED WITH THIS APPLICATION FOR ADDITIONAL DETAILS.



First Applicant Full Name: _____

Date of Birth: _____ Home Ph: _____

Work Ph: _____ Mobile: _____

Drivers Licence No: _____ Email: _____

Current Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Reason for Leaving: _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Previous Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax: _____

Occupation: _____ Weekly Income: _____

Employer: _____ Address: _____

Period of Employment: _____ Employer Ph: _____

REFERENCES Not including relatives.

Personal Referee: _____ Phone: _____

Personal Referee: _____ Phone: _____

Next of Kin: _____ Relationship: _____

Ph No. _____ Mobile _____

Car Registration No. _____ Vehicle Type _____

No. Vehicles Owned: _____ Details: _____



Second Applicant Full Name: _____

Date of Birth: _____ Home Ph: _____

Work Ph: _____ Mobile: _____

Drivers Licence No: _____ Email: _____

Current Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Reason for Leaving: _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Previous Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Occupation: _____ Weekly Income: _____

Employer: _____ Address: _____

Period of Employment: _____ Employer Ph: _____

REFERENCES Not including relatives.

Personal Referee: _____ Phone: _____

Personal Referee: _____ Phone: _____

Next of Kin: _____ Relationship: _____

Ph No. _____ Mobile _____

Car Registration No. _____ Vehicle Type _____

No. Vehicles Owned: _____ Details: _____



Additional Applicant Full Name: _____

Date of Birth: _____ Home Ph: _____

Work Ph: _____ Mobile: _____

Drivers Licence No: _____ Email: _____

Current Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Reason for Leaving: _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Previous Address: _____

Period of Occupancy: _____ Rent Paid ? _____

Agent/Owner Details: _____

Agent/Owner Phone No: _____ Fax _____

Occupation: _____ Weekly Income: _____

Employer: _____ Address: _____

Period of Employment: _____ Employer Ph: _____

REFERENCES Not including relatives.

Personal Referee: _____ Phone: _____

Personal Referee: _____ Phone: _____

Next of Kin: _____ Relationship: _____

Ph No. _____ Mobile _____

Car Registration No. _____ Vehicle Type _____

No. Vehicles Owned: _____ Details: _____



PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read & sign this acknowledgment. In order to process a tenancy application a tenancy applicant under the National Privacy Principles (NPP) of the Privacy Act is to be made aware that organisations may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the NPP 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/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy databases for assessment of my/our tenancy application. I/we further give consent to the member of the Databases Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we 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/our information may be recorded as making an inquiry.

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

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

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

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on Ph 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Date _____

Name of Applicant 1 _____ Signature _____

Name of Applicant 2 _____ Signature _____

Name of Applicant 3 _____ Signature _____

Witness Signature _____