



# APPLICATION FORM

## 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.

Within 24 – 48 hours of being approved, you must pay a deposit the equivalent of one week’s rent to secure the property or it may be leased to another applicant.

All persons over the age of 18 years whether their name is to be 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 SPRINGWOOD, unless otherwise pre-arranged if “special circumstances” apply.

All identification must be supplied before the time of sign up, with originals provided at sign up for verification.

At sign up you must bring the following in the form of a bank cheque or money order:

- Bond (equal to four weeks rent to be held by the bond authority)
- Two Weeks Rent (Only one week required if already paid holding deposit)

Future rental payments to be made via RentPay. (Details provided at Sign Up)

All persons who will be signing the lease document must attend the sign up appointment.

The landlord reserves the right to decide whether an applicant will be a lease name holder or an approved occupant.

**We DO NOT accept CASH, PERSONAL OR BUSINESS CHEQUES or BOND TRANSFERS with any applications.**

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

## 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	List A Points	List B	List B Points
Drivers licence <i>OR</i>	<b>50</b>	Rates notice	20
Passport <i>OR</i>		Australian Citizenship Cert	20
Proof of age card		Power account/bill	15
Tenancy History Ledger	20	Telephone account/bill	15
Proof of income <i>OR</i>	20	Medicare card	15
Accountants details (if self-employed)	20	Birth certificate	15
		Vehicle registration	15
		Bank/Credit cards	15



Property Address: \_\_\_\_\_

Proposed lease commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease term: \_\_\_\_\_ months

Weekly rent: \$\_\_\_\_\_ Monthly rent: \$\_\_\_\_\_ Bond: \$ \_\_\_\_\_

Do you intend to allow smoking in the rented premises? Y / N Do you own a pet? Y / N

Please note: If you answered 'yes' to owning a pet, you will be required to sign a Pet Agreement with your Lease Agreement.

Pet type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Indoor/Outdoor: \_\_\_\_\_

Pet type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Indoor/Outdoor: \_\_\_\_\_

Number of adult occupants: \_\_\_\_\_ Number & age of child occupants: \_\_\_\_\_

Occupants who are not lease name holders:

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

Will you be applying for a bond loan/department of housing bond? Y / N

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 amount, equivalent to one week rent being \$\_\_\_\_\_ upon approval of the tenancy agreement.

Before I/We submit this application I/We have sighted/been given a copy of the General Tenancy Agreement and Terms and Special Conditions to read.

SIGNATURE APPLICANT 1 \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE APPLICANT 2 \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



**APPLICANT 1**  Lease holder  Approved Occupant

**PERSONAL DETAILS:**

Full name: \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ Licence no: \_\_\_\_\_

Email: \_\_\_\_\_

Ph: \_\_\_\_\_ Mob: \_\_\_\_\_

Car Reg: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Next of kin (Not an applicant): \_\_\_\_\_

Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**CURRENT ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

Rent: \$ \_\_\_\_\_ Occupancy period: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

**PREVIOUS ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

Rent: \$ \_\_\_\_\_ Occupancy period: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

**EMPLOYMENT:**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employment period: \_\_\_\_\_

Income: \$ \_\_\_\_\_ per week / fortnight / month / year

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

**OTHER INCOME: (Must provide recent statements)**

Centrelink payments: \$ \_\_\_\_\_ per fortnight

Other: \_\_\_\_\_ \$ \_\_\_\_\_ week/fortnight

**PERSONAL REFERENCES: (not including relatives)**

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

**APPLICANT 2**  Lease holder  Approved Occupant

**PERSONAL DETAILS:**

Full name: \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ Licence no: \_\_\_\_\_

Email: \_\_\_\_\_

Ph: \_\_\_\_\_ Mob: \_\_\_\_\_

Car Reg: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Next of kin (Not an applicant): \_\_\_\_\_

Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**CURRENT ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

Rent: \$ \_\_\_\_\_ Occupancy period: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

**PREVIOUS ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

Rent: \$ \_\_\_\_\_ Occupancy period: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

**EMPLOYMENT:**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employment period: \_\_\_\_\_

Income: \$ \_\_\_\_\_ per week / fortnight / month / year

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

**OTHER INCOME: (Must provide recent statements)**

Centrelink payments: \$ \_\_\_\_\_ per fortnight

Other: \_\_\_\_\_ \$ \_\_\_\_\_ week/fortnight

**PERSONAL REFERENCES: (not including relatives)**

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Name: \_\_\_\_\_ Ph: \_\_\_\_\_



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Connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-Tv to a choice of Australia’s leading providers. Connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **one** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

Call me to Connect  Yes

ID: \_\_\_\_\_

**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.

I/we acknowledge that by selecting Yes on page 4 I/we agree to our details being passed on to Connectnow & I/we agree to being contacted by Connectnow in relation to their service.

Name of Applicant 1 \_\_\_\_\_ Signature \_\_\_\_\_

Name of Applicant 2 \_\_\_\_\_ Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_