

# Tenancy Application Form



Please be advised that this application will only be processed once **all details** have been completed and all **copies of supporting documents** attached. Each applicant must submit an individual form.

## Property Details

Address of property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

## Personal Details

Given name(s):	Surname:
Current address:	
Home phone:	Work phone:
Mobile:	Fax:
Email:	Date of birth:
Drivers licence number:	Driver licence state:
Passport number:	Passport country:

## Next of Kin

Given name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

## Current Tenancy Details

Length of time at current address:	Rent paid:
Reason for leaving:	
Name of landlord/agent:	Phone:

## Previous Rental History 1

Previous address:		
Length of time at above address: From	to	Rent paid:
Name of landlord/agent:		Phone:
Was Bond refunded in full?	Yes	No
If no, please specify reasons why:		

## Previous Rental History 2 (if current tenancy is less than 6 months)

Previous address:		
Length of time at above address: From	to	Rent paid:
Name of landlord/agent:		Phone:
Was Bond refunded in full?	Yes	No
If no, please specify reasons why:		

## Current Employment Details

Occupation:	Current employer:
Employer's address:	
Contact name (payroll/manager):	Contact number:
Length of employment:	

## Self Employment Details

Company name:	Business type:
Business address:	
Position held:	ABN:
Accountant name:	Phone:
Accountant address:	

## Income

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

## Previous Employment Details (if current employment is less than 6 months)

Occupation:	Previous employer:
Employer's address:	
Contact name (payroll/manager):	Contact number:
Length of employment: From                      to	Net weekly income:

## Student Information

Place of study:	Course name:
Course length:	Enrolment/student ID:
Campus contact:	Contact number:
Course co-ordinator:	Contact number:

## Referees

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

## 100 Points Identification Check

You must establish your identity by providing copies of the original from the list below that add up to a minimum of 100 points.

Item	Points	Item	Points
Drivers licence	40	Medicare card	20
Passport	40	Bank debit/credit card	20
Other photo ID	20	Bank statement	20
Current wages advice	30	Telephone account	20
Previous tenancy reference	20	Electricity account	20
Previous 2 rent receipts	20	Gas account	20

## Holding Deposit (to be completed for QLD properties only)

**QLD ONLY** - Complete this section if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.

The Applicant agrees to pay a Holding Deposit of \$\_\_\_\_\_. The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

## Holding Fee (to be completed for NSW properties only)

**NSW ONLY** - Complete this section if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received.

The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt of the amount, property, landlord and tenant names and holding period must be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee.
- A Holding Fee should be attributed to rent upon the tenancy commencing.

The Applicant agrees to pay a Holding Fee of \$\_\_\_\_\_. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

<b>Applicant name</b>	<b>Signature</b>	<b>Date</b>

## Privacy Statement

We are an independently owned and operated business (**Option Property Pty. Ltd.**). Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out 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 owner's insurers. 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 that we hold about you by contacting our privacy officer or the contact details on our website.

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.

## Consent

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the **Option Property Pty. Ltd.** I authorise the Option Property Pty. Ltd. and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me.

I authorise the Option Property Pty. Ltd. and the Agent to disclose:

- details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which the Option Property Pty. Ltd. or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)
- personal information collected about me to the owner of the property even if the owner is resident outside Australia
- personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

Applicant name	Signature	Date
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## Declaration

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$	rent per week, or \$	rent per calendar month
First payment of rent in advance	\$	
Rental bond	\$	
Tenant's share of cost of preparing tenancy agreement (if applicable)	\$	
Subtotal	\$	
Less holding deposit/fee (if applicable)	\$	
Amount payable upon signing tenancy agreement:	\$	

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant name	Signature	Date
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## OFFICE USE ONLY - 100 POINT IDENTIFICATION CHECK

The following identification has been photocopied and is attached to this application.

Item	Points	Initial	Item	Points	Initial
Drivers licence	40		Medicare card	20	
Passport	40		Bank debit/credit card	20	
Other photo ID	20		Bank statement	20	
Current wages advice	30		Telephone account	20	
Previous tenancy reference	20		Electricity account	20	
Previous 2 rent receipts	20		Gas account	20	

Item	Initial	Item	Initial
Personal reference checked		Previous agent lessor checked	
Tenancy database checked		Lessor notified - approved	
Employment checked		Applicant notified	

Property Manager Name	Signature	Date
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