



TENANCY APPLICATION FORM

Acceptance of this application will not be acknowledged until **ALL** relevant sections of this form have been completed, signed & are accompanied by the following:-

- Copy of proof of ID (copies to be supplied by applicant at own cost)
- Written references from (if available)
 - Current or previous landlord
 - Current place of employment

Incomplete applications will not be processed

A separate application form must be completed by each person over 18 years of age who will be residing at the property.

If your application is successful you will be required go pay the following:

1. Holding deposit equal to one (1) weeks rent to secure they property to you while your lease and the property are prepared. (NB: this is a non-refundable deposit should you choose to withdraw your application)
2. Upon signing of your lease, a rental bond (equal to four (4) weeks rent), plus your first rent payment of 2 weeks rent (less your holding deposit) must be paid.

PROPERTY APPLYING FOR

Address: _____

Suburb: _____ Postcode _____

Requested Lease Term _____ Years _____ Months

Date property to be occupied _____

Rent per week \$ _____ Bond (4 x weeks rent) \$ _____

Number of adults _____ Number of Children (under 18yrs) _____

Name	Age	Name	Age
1.		3.	
2.		4.	

Do you have pets: YES NO If yes, number of pets? _____

Type/breed _____ Inside / Outside M / F Desexed: Y / N

Type/breed _____ Inside / Outside M / F Desexed: Y / N

APPLICANT'S DETAILS

Name: _____ D.O.B _____

Phone (H): _____ (M): _____

Email: _____

Current address: _____

Driver's Licence # _____ State _____

Passport # _____ Country _____

Occupation: _____

Employer Name: _____ Employer Ph: _____

Please provide a contact number you are available on all day _____

APPLICANT HISTORY

Have you ever been evicted from a property? YES NO

Are you in debt to any landlord or agent? YES NO

Current address: _____

Suburb: _____ **Postcode:** _____

Situation: Renting / Owned / Never rented / Other: _____

Period of Occupancy / Tenancy: _____

Landlord / agents name: _____

Phone: _____ Rent paid (per week) \$ _____

Reasons for leaving: _____

Was bond repaid in full YES NO If no, please explain: _____

Current address: _____

Suburb: _____ **Postcode:** _____

Situation: Renting / Owned / Never rented / Other: _____

Period of Occupancy / Tenancy: _____

Landlord / agents name: _____

Phone: _____ Rent paid (per week) \$ _____

Reasons for leaving: _____

Was bond repaid in full YES NO If no, please explain: _____

EMPLOYMENT DETAILS

If you are employed, complete the next section. If you have changed employer in the last year, you must also complete the section for previous employment that follows. If you are **self employed**, skip these two sections and complete 'Business Details for Self Employed' applicants.

Current employment

Income: \$ _____ week | f/night | month

Length at current employment _____

Employer _____

Contact name _____

Phone _____

Position held _____

SUPPORTING DOCUMENTS REQUIRED: (you must provide proof of income for this section) A recent payslip; OR Bank statement showing income; OR Written reference from employer _____

Previous employment

Income: \$ _____ week | f/night | month

Length at previous employment _____

Employer _____

Contact name _____

Phone _____

Position held _____

SUPPORTING DOCUMENTS REQUIRED: (you must provide proof of income for this section) A recent payslip; OR Bank statement from period of employment showing income _____

Previous employment

Income: \$ _____ week | f/night | month

How long in this business? _____

Business name _____

ABN/ACN _____

Accountant name _____

Phone _____

SUPPORTING DOCUMENTS REQUIRED: (you must provide proof of income for this section) A recent payslip; OR A letter from accountant regarding income _____

Centrelink details

Payment type _____

Fortnightly income \$ _____

Are you eligible for rent assistance? YES / NO

SUPPORTING DOCUMENTS REQUIRED: (you must provide proof of income for this section) A recent payslip; OR Bank statement showing income; OR Written reference from employer

REFERENCES

Business Referee 1

Name _____

Phone _____

Relationship _____

Business Referee 2

Name _____

Phone _____

Relationship _____

Personal Referee 1

Name _____

Phone _____

Relationship _____

Personal Referee 2

Name _____

Phone _____

Relationship _____

EMERGENCY CONTACT

Next of Kin _____

Address _____

Phone (H): _____ (M): _____

Relationship _____

ADDITIONAL REQUIREMENTS/CONDITIONS

insidestoryrealty@gmail.com

Residential Sales • Rural Sales • Property Management

TERMS OF APPLICATION

The applicant (you) declare that:

1. All of the above details are correct & true
2. ISR are authorised to contact the listed referees & conduct checks on you through any tenant and trade reference organisation that we may be affiliated with
3. You are not bankrupt or insolvent

4. You can afford the advertised rent

You agree that:

1. If this application is not approved, we are not required to give you a reason for non-approval
2. This application, unless accepted, creates no contractual or legal obligations between you and ISR
3. Upon being notified of the acceptance of this application, you agree to sign & enter into a 'Residential Tenancy Agreement' as prepared by the landlords agent and upon presentation of hit to you by us

4. You have inspected the property and accept its current condition

5. You will always maintain the property in the same or better condition than when you take possession

6. Payment of rent will be made in an acceptable method to us

7. You will always pay rent in advance

PRIVACY STATEMENT

As professional property managers, we collect & use personal information provided by you as the applicant to assess the risk in providing you with the lease/tenancy of the premises you have applied for and provide services required by you or on your behalf during the tenancy.

You as the applicant agree and in accordance with and subject to the Privacy Act 1988 (CTH): that we may collect, use and disclose personal information about you to:

1. The owner/landlord of the premises applied for
2. Tenancy databases for the purposes of properly assessing the risk in providing you with the lease
3. Nominated Referees to confirm information provided by you
4. Tradespeople and similar contractors engaged by the owner/agent in order to facilitate the carrying out of works with respect to the premises
5. The owner's insurance companies, authorised real estate personnel, courts & tribunals & other third parties as may be required by us relating to the administration of the premises and use of the agents services
6. The landlords utility companies such as gas, electricity, water connection, telephone connection, banks etc.

Without provision of certain information by you, we may not be able to act effectively or at all for you or our other clients.

The applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

As professional property managers, Inside Story Realty will confirm the reference information you have provided in this application and in particular with your employer(s) and current or prior landlord's or landlords managing agent.

By signing below you provide consent for use by Inside Story Realty of all your private information disclosed herein for the purpose of checking with referees you have provided in this application, We may also check your personal & reference information against tenancy reference databases. These are databases permitted by law to accumulate reference information about tenants and their adherence to lease terms. If you fail to comply with your obligations of the tenancy agreement, that fact may also be disclosed to the landlord, other agents & operators of tenancy reference databases.

If you have any queries or would like to access this information, please contact us at our office at Suite 2, 91 Hoddle Street Robertson, by telephone to 0412 684 497 or 02 4885 1291, by email to insidestoryrealty@gmail.com

Please sign below as authorisation to Inside Story Realty to process my application for rental purposes,

Signature _____

Print _____

Date _____

insidestoryrealty@gmail.com

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100 POINT IDENTIFICATION REQUIRED

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification, which totals 100 points. Should you have difficulties in providing this identification, please advise us prior to completing the Tenancy Application.

BIRTH CERTIFICATE	70 POINTS	_____
PASSPORT	70 POINTS*	_____
DRIVERS LICENCE	40 POINTS*	_____
PROOF OF AGE CARD	40 POINTS*	_____
TENANCY HISTORY LEDGER	25 POINTS	_____
PREVIOUS TENANCY AGREEMENT (CURRENT)	25 POINTS	_____
PREVIOUS FOUR RENT RECEIPTS (CURRENT)	25 POINTS	_____
RENTAL BOND RECEIPT (CURRENT)	25 POINTS	_____
PAY ADVICE	35 POINTS	_____
MOTOR VEHICLE REGISTRATION	25 POINTS	_____
TELEPHONE ACCOUNT	25 POINTS	_____
ELECTRICITY ACCOUNT	25 POINTS	_____
GAS ACCOUNT	25 POINTS	_____
BANK or CREDIT CARD STATEMENT	35 POINTS each	_____
PENSION CARD	25 POINTS	_____
COUNCIL or WATER RATES	25 POINTS	_____
HEALTH CARE CARD	25 POINTS	_____
MEDICARE CARD	20 POINTS	_____
CENTRELINK INCOME STATEMENT (CURRENT)	MANDATORY	_____