



ATKINSONS
REAL ESTATE

Your Leading Property Specialists!

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TENANCY APPLICATIONS

BEFORE ANY APPLICANT WILL BE CONSIDERED, THE PROPERTY MUST BE VIEWED BY OUR PROPERTY MANAGER AT A CONVENIENT TIME TO ALL CONCERNED. THE APPLICATION FORM MUST BE FILLED IN FULL, COPIES OF SUPPORTING DOCUMENTS PROVIDED, 100 POINTS REACHED AND PRIVACY CONSENT SIGNED.

EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECKPOINTS,

PLEASE PROVIDE COPIES OF:

√ LAST 2 RENT RECEIPTS	20 POINTS
√ DRIVERS LICENCE (original)	20 POINTS
√ PHOTO ID (original)	20 POINTS
√ PASS PORT	20 POINTS
√ MINIMUM 2 WRITTEN REFERENCES	30 POINTS
√ *DOCUMENTARY EVIDENCE OF INCOME	30 POINTS
√ *DOCUMENTARY EVIDENCE OF BENEFITS RECEIVED	10 POINTS
√ ELECTRICITY / PHONE A/C CURRENT ADDRESS	10 POINTS
√ BIRTH CERTIFICATE	10 POINTS

****PLEASE NOTE THAT WE MUST HAVE THE CURRENT DOCUMENTARY EVIDENCE OF ANY CENTRELINK INCOME OR OTHER BENEFITS RECIEVED***

Note: All applications are kept for month only; applications are shredded at this time due to private information contained.

<u>PROPERTY DETAILS :</u>			
Address of Property:			
Rent per week:			
Lease commencement date:	day	month	year
Lease term:			

<u>2. PERSONAL DETAILS:</u>	
Surname:	Given name(s):
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Car registration :	Year & Model :
Passport No:	Passport Country:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	
Number and type of pet(s) :	registered / de sexed :

<u>NEXT OF KIN:</u>		
Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

<u>CURRENT TENANCY DETAILS:</u>	
Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

<u>PREVIOUS RENTAL HISTORY 1:</u>	
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:	

<u>PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANT TENANCY IS LESS THAN 6 MONTHS):</u>	
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:	

<u>CURRENT EMPLOYMENT DETAILS:</u>	
Occupation:	F/T P/T or Casual : Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

<u>SELF EMPLOYMENT DETAILS:</u>	
Company Name:	Business Type:
Business Address:	
Position Held: ABN:	
Accountant Name:	Phone:
Accountant Address:	

<u>INCOME:</u>
Net weekly employment income:
Net weekly income from other sources:
Fortnightly source(s) of other income:

<u>PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS):</u>	
Occupation:	FT / PT or Casual Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	From to Net weekly income:

<u>REFEREES:</u>	
Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone: Mobile:	

<u>PAYMENT DETAILS:</u>	
Property rent:	\$
Rental Bond: (4 weeks rent):	\$
First Payment of rent (2 weeks rent):	\$
Tenants share of cost of preparing tenancy agreement	\$
Sub Total :	\$
Less reservation Fee:	\$

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:

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. 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 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 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.

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize 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 it subscribes including Tenancy Information Centre of Australia (TICA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name Signature:

Date: