



Tenancy Application

Personal Details

Personal Information

First name *	Last name *	Mobile phone number *	Home Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone	Email *	Date of birth *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Emergency Contact

Full name *	Relationship *	Phone number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal Reference #1

First name *	Last name *	Relationship *	Phone number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *			
<input type="text"/>			

Personal Reference #2

First Name *	Last Name *	Relationship *	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *			
<input type="text"/>			

Personal Reference #3

First Name *	Last Name *	Relationship *	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *			
<input type="text"/>			

Occupants

Co-Occupants

How many co-occupants over the age of 18 will there be? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4

Occupant 1

Given Names *	Last name *	Email *	Mobile phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship *			
<input type="text"/>			

Occupant 2

First name *	Last name *	Email *	Mobile phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship *			
<input type="text"/>			

Occupant 3

First name	Last name	Email	Mobile phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship			
<input type="text"/>			

Occupant 4

First name	Last name	Email	Mobile phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship			
<input type="text"/>			

Occupant 5

First name	Last name	Email	Mobile phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship			
<input type="text"/>			

Dependants

How many dependants (aged under 18 years)? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4+

Dependant 1

First name *	Last name *	Age *	Relationship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dependant 2

First name *	Last name *	Age *	Relationship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dependant 3

First name	Last name	Age	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dependant 4

First name	Last name	Age	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pets

How many pets do you currently have? *	Have you had to surrender or re home a pet due to moving properties or interstate? *	Do you reasonably expect to request a pet in the next 24 month period? *
<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes to one or either of the above, please provide details

Pet 1

Name *	Type *	Breed *	Council Registration No. Pet #1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pet 2

Name *	Type *	Breed *	Council Registration No. Pet #2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pet 3

Name	Type	Breed	Council Registration No. Pet #3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pet 4

Name	Type	Question	Breed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Council Registration No. Pet #4

Rental History

How many places have you lived in the last 5 years? *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4+

Address 1 - Current Address

Street number *	Street name *	Suburb *	State *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postcode *	Move in date *	Move out date *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Owned or rented *

☐ Owned ☐ Rented

Weekly rental amount/mortgage repayment amount? *

Property Manager

Agency name *	Contact name *	Email *	Phone number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 2 - Previous Address

Street number *	Street name *	Suburb *	State *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postcode *	Move in date *	Move out date *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Owned or rented *

☐ Owned ☐ Rented

Weekly rent amount *

Property Manager of Previous Address

Agency name *	Contact name *	Email *	Phone number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 3

Street number *	Street name *	Suburb *	State *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postcode *

Move in date *

Move out date *

Owned or rented *

☐ Owned

☐ Rented

Weekly rent amount *

Property Manager

Agency Name *

Contact name *

Email *

Phone number *

Weekly rent amount *

Tenant Default Database/Blacklist

Have you ever been placed on a tenant default database? (eg. TICA) *

☐ Yes

☐ No

If yes, what was the reason?

Income

Employment & Income

Are you currently receiving any government assistance (e.g. Centrelink) *

☐ Yes

☐ No

Type *

Amount per week *

Do you have sufficient funds to make a payment of the required 2 weeks rent in advance? *

Do you have sufficient funds to make a payment of the required total Bond amount (4 weeks rent) upfront? *

☐ Yes

☐ No

☐ No - I will be applying for a Bond Loan

If you are applying for a Bond Loan - have you begun this process?

Current Employment

Workplace *

How long have you been employed with your current employer? *

☐ Less than 6 months

☐ 6-12 Months

☐ 1-5 years

☐ 5 to 9 years

☐ 10+ years

Employment Type *

☐ Full-time

☐ Part-time

☐ Casual

☐ Self Employed

Income Per Week *

Employers Contact Name *

Employers Contact Number *

Employers Contact Email *

Other Income

How many other sources of income do you have? *

☐ 0

☐ 1

☐ 2

☐ 3

☐ 4+

Source of income *

Amount per week *

Source of income *

Amount per week *

Source of income *

Question *

Amount per week *

Source of income *

Amount per week *

Supporting Docs

Supporting Documents

Primary ID

Type *

☐ Drivers licence

☐ Passport

☐ ID card

☐ Other

Upload file *

Please attach supporting documentation

Secondary ID

Type *

☐ Birth certificate

☐ Student card

☐ Medicare card

☐ Other

Upload file *

Please attach supporting documentation

Proof of Income

Type *

Upload file *

Please attach supporting documentation

Other Support Documents

Type

Upload file

Please attach supporting documentation

Upload any other relevant files/documents that may assist with your application

Please attach supporting documentation

Other Information

How long will you need the rental property for? *	Do you intend to run a commercial enterprise from the property? *	Have you ever been evicted by any lessor or agent? *
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 - 3 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 4 + years		

If yes to the previous questions please provide details.

Are you in debt to another lessor/agent? *	In the last 5 years have you had any convictions, fines or penalties imposed for any criminal activity? *
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, please provide details.

Vehicles

How many vehicles will be housed at the property? (including cars, bikes, boats and motor homes) *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5+

Vehicle details (please provide type and registration number for each)

Checklist

Checklist

Please ensure you have:

- Completely filled out the form
- Informed your references to expect contact from the rental team
- Provided ample proof of income documents
- Provided correct ID
-

**** PLEASE NOTE ****

All reference checks are done via email - if you incorrectly fill out the application form, or do not fill out the correct email address for a reference - you need to advise the agency ASAP or your application will not be processed.

Declaration

Declaration

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 previous landlords or letting agents, your current employer and your referees or any other relevant source. We will also check whether any details of tenancy defaults by you are held on any tenancy reference database to which we have access. Your consent in 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 landlord insurers. We may also send personal information about you to the owner of any other properties at your request.

You have the right to access personal information that we hold about you by contacting the Principal in writing. Applications remain the property of First National Real Estate Atherton and will not be returned to any applicant/applicants.

If you do not sign the consent form below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be declined.

I/We the Applicant/s acknowledge that I/We have read the Privacy Disclosure Statement above and I/We authorise the agency to collect information about me/us from:

- Any previous letting agents and/or landlords;
- My personal referees;
- Employers; and
- Any tenancy reference database which may contain personal information about me.

I/We also authorise the agency to disclose details about any defaults by me/us under the tenancy to which this application relates to any tenancy database to which the agency subscribes or has access to.

I/We authorise the agent to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia.

I/We authorise the agency to refer my details to any arranger of, any agent or prospective purchaser:

- If the property is or becomes for sale
- Insurance services (for contents insurance & other insurance products) and
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc.)and
- Any other Statutory Body

TERMS OF APPLICATION:

I/we undertake to pay the BOND (Equal to 4 weeks rent) plus the FIRST TWO WEEKS RENT by cash/cheque or direct deposit within 24 hours of my/our acceptance of the property also upon my/our viewing and accepting the special conditions applicable to the Tenancy. BOND TRANSFERS ARE NOT ACCEPTED.

I agree and understand that in the event of this application being rejected there is no requirement for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.

I do solemnly and sincerely declare that the information provided by me is true and correct and has been willingly supplied to assist in the assessment of my application. And there are no other circumstances or information that I have not supplied to the agent; that had they known of would have led them to decline my application.

By proceeding below you acknowledge you have read and agree to the PRIVACY DISCLOSURE STATEMENT and TERMS OF APPLICATION.

I agree that by choosing to sign this form and convey the document electronically I consider this document to be signed and carry the same authority as if it had been signed traditionally with pen and paper.

The agency will preform all reference checks online. Please ensure the information provided is accurate. If we cannot contact your references within 3 days your application may be declined. The agency is not responsible to ensure the information you provide is correct; if a references contact details are provided incorrectly your application will not be able to proceed.

By signing below, you acknowledge and consent to your references being contacted and your information being shared with third parties for the purposes of verifying and supporting you application (required checkbox)

Full Name of Applicant *

I consent and agree *

☐ Yes

☐ No

I confirm all details provided in this application are true and correct *

☐ Yes

☐ No

Please re-enter your name to confirm the above (electronic signature) *

Date of Application Submission *