

## Pre-Application Information

- ONE application form can be used for up to TWO applicants. Children/dependents may be included on a parent/guardian's form.
- Include copies of documents which may help to verify your application information.
- Provide and attach photocopies of documents required to meet 100 points of ID as per the table on page 5 – **this will avoid longer turn-around times**. Our staff can assist with photocopying if required.
- After the application has been received and reviewed by the landlord, the applicant/s will be contacted to make an appointment to inspect the property.
- A separate Pet Application Form is available.
- Please be aware that Bond transfers are not possible.
- Please do not hesitate to ask if you require assistance to complete the form.

**PLEASE NOTE APPLICATIONS WILL NOT BE PROCESSED  
UNLESS ALL INFORMATION IS PROVIDED**

Please list properties by preference:

1.	
2.	

## Agreement

I/we wish to rent the property for a period of 6 ☐ 12 ☐ months commencing \_\_ / \_\_\_\_ / \_\_\_\_.

I/we understand that:

- The availability of telephone, internet, digital television, gas and electricity and the adequacy of such services at the property are my own responsibility and I will make my own enquiries in relation to the availability of services at the property.
- Should my application not be accepted, Glenn Preston Real Estate is not obligated to give a reason for the application not being approved. The landlord's decision is final.
- Rent is to be paid by direct deposit to Glenn Preston Real Estate Trust Account or via Centrepay should my application be approved.
- I may be responsible for water usage should the property have town water supply or should the property be supplied by tank water it may be my own responsibility to refill the water tanks.
- If approved I am required to pay a holding deposit of 1 weeks rent by direct deposit to Glenn Preston Real Estate Trust Account within 24 hours of approval. If I do not proceed with the rental I will forfeit the holding deposit. The property will continue to be marketed until the deposit is paid.

### Applicant 1

Name:	Signature	Date
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### Applicant 2

Name:	Signature	Date
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## PERSONAL DETAILS – Applicant 1

First name:	Middle:	Surname:
Name at birth (if different):	DOB:     /     /	
Any other aliases:	Age:	Country of birth:
Drivers licence no:	State:	Passport no:
Medicare no:	Pension type (if any):	Card no:
Mobile no:	Email:	
Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> De facto <input type="checkbox"/> Separated/divorced		
Emergency contact: (not the same as Applicant 2)	Name:	Address:
Mobile no:	Email:	Relationship:

## PERSONAL DETAILS – Applicant 2

First name:	Middle:	Surname:
Name at birth (if different):	DOB:     /     /	
Any other aliases:	Age:	Country of birth:
Drivers licence no:	State:	Passport no:
Medicare no:	Pension type (if any):	Card no:
Mobile no:	Email:	
Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> De facto <input type="checkbox"/> Separated/divorced		
Emergency contact: (not the same as Applicant 1)	Name:	Address:
Mobile no:	Email:	Relationship:

RENTAL HISTORY		
<b>Current</b>		
Address:		
How long at address:	Years Months	Rent/week: \$
Reason for leaving:		
Agent:	Agent phone:	

Applicant 1		
<b>Previous</b>		
Address:		
How long at address:	Years Months	Rent/week: \$
Was bond refunded? If not, why? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving:	Agent: Phone:	

RENTAL HISTORY		
<b>Current</b>		
Address:		
How long at address:	Years Months	Rent/week: \$
Reason for leaving:		
Agent:	Agent phone:	

Applicant 2		
<b>Previous</b>		
Address:		
How long at address:	Years Months	Rent/week: \$
Was bond refunded? If not, why? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving:	Agent: Phone:	

REFEREES – Applicant 1	
<b>Referee 1</b>	
Name:	
Address:	
Relationship to applicant:	
Mobile:	
<b>Referee 2</b>	
Name:	
Address:	
Relationship to applicant:	
Mobile:	

REFEREES – Applicant 2	
<b>Referee 1</b>	
Name:	
Address:	
Relationship to applicant:	
Mobile:	
<b>Referee 2</b>	
Name:	
Address:	
Relationship to applicant:	
Mobile:	

INCOME & EMPLOYMENT DETAILS			
<b>Current</b>			
Company:			
Company address:			
Length of employment:		Years	Months
Net income: \$		<input type="checkbox"/> per week	<input type="checkbox"/> per month
Are you self-employed?		<input type="checkbox"/> Yes If yes, ABN: <input type="checkbox"/> No	
Do you receive Centrelink benefits?		<input type="checkbox"/> No	
Type:		CRN:	
Income: \$		<input type="checkbox"/> per week	<input type="checkbox"/> per month

Applicant 1			
<b>Previous</b>			
Company:			
Company address:			
Length of employment:		Years	Months
Net income: \$		<input type="checkbox"/> per week	<input type="checkbox"/> per month
Were you self-employed?		<input type="checkbox"/> Yes If yes, ABN: <input type="checkbox"/> No	

INCOME & EMPLOYMENT DETAILS			
<b>Current</b>			
Company:			
Company address:			
Length of employment:		Years	Months
Net income: \$		<input type="checkbox"/> per week	<input type="checkbox"/> per month
Are you self-employed?		<input type="checkbox"/> Yes If yes, ABN: <input type="checkbox"/> No	
Do you receive Centrelink benefits?		<input type="checkbox"/> No	
Type:		CRN:	
Income: \$		<input type="checkbox"/> per week	<input type="checkbox"/> per month

Applicant 2			
<b>Previous</b>			
Company:			
Company address:			
Length of employment:		Years	Months
Net income: \$		<input type="checkbox"/> per week	<input type="checkbox"/> per month
Were you self-employed?		<input type="checkbox"/> Yes If yes, ABN: <input type="checkbox"/> No	

## IDENTIFICATION – Applicant 1

100 points of identification, with at least ONE item from each section is required. Photocopy all and bring originals.

Section 1	Section 2	Section 3
<input type="checkbox"/> (40) Drivers licence	<input type="checkbox"/> (30) Latest 3 pay slips, OR	<input type="checkbox"/> (30) Previous tenancy reference <input type="checkbox"/> (10) Gas account
<input type="checkbox"/> (40) Passport (Complete the following):	<input type="checkbox"/> (30) Current bank statement, OR	<input type="checkbox"/> (20) Previous 2 rent receipts <input type="checkbox"/> (10) Pet rego papers
Name at birth:	<input type="checkbox"/> (30) Centrelink income statement	<input type="checkbox"/> (10) Motor vehicle rego <input type="checkbox"/> (10) Birth certificate
Place of birth:		<input type="checkbox"/> (20) Home owner MUST supply recent rates notice <input type="checkbox"/> (10) Medicare card
Country of issue:		<input type="checkbox"/> (10) Electricity account
<b>TOTAL APPLICANT 1:</b>		

## IDENTIFICATION – Applicant 2

100 points of identification, with at least ONE item from each section is required. Photocopy all and bring originals.

Section 1	Section 2	Section 3
<input type="checkbox"/> (40) Drivers licence	<input type="checkbox"/> (30) Latest 3 pay slips, OR	<input type="checkbox"/> (30) Previous tenancy reference <input type="checkbox"/> (10) Gas account
<input type="checkbox"/> (40) Passport (Complete the following):	<input type="checkbox"/> (30) Current bank statement, OR	<input type="checkbox"/> (20) Previous 2 rent receipts <input type="checkbox"/> (10) Pet rego papers
Name at birth:	<input type="checkbox"/> (30) Centrelink income statement	<input type="checkbox"/> (10) Motor vehicle rego <input type="checkbox"/> (10) Birth certificate
Place of birth:		<input type="checkbox"/> (20) Home owner MUST supply recent rates notice <input type="checkbox"/> (10) Medicare card
Country of issue:		<input type="checkbox"/> (10) Electricity account
<b>TOTAL APPLICANT 2:</b>		

## CHILDREN & DEPENDENTS

Child 1	
Name:	Age:
Gender:	DOB:
Child 3	
Name:	Age:
Gender:	DOB:

Child 2	
Name:	Age:
Gender:	DOB:
Child 4	
Name:	Age:
Gender:	DOB:

## Declaration of authority

I hereby offer to rent the property from the landlord under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the landlord/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- a) the landlord or the Agent of my current or previous residence;
- b) my personal referees and employer/s;
- c) any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking my tenancy history.

I am aware that I may access my personal information by contacting:

• NTD: 1300 563 826 • TRA: (02) 9363 9244 • TCA: 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/ landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- a) communicate with the landlord to select a tenant
- b) prepare lease/tenancy documents
- c) allow tradespeople or equivalent organisations to contact me
- d) lodge/claim/transfer to/from a Bond Authority
- e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- f) refer to collection agents/lawyers (where applicable)
- g) conduct an ID/background check with National Tenancy Database (NTD)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/ tenancy of the premises.

### Applicant 1

Name:

Signature

Date

### Applicant 2

Name:

Signature

Date