

# SOUTHLANDS TENANCY APPLICATION FORM

## DOCUMENTATION CHECKLIST: THE BELOW MUST BE ATTACHED – NO PHOTOCOPY SERVICE AVAILABLE

THREE (3) FORMS OF ID – AT LEAST ONE MUST BE PHOTO ID

- Drivers Licence     Passport     Pension Card     Medicare Card     Bank Card

PROOF OF INCOME

- 3 Current Pay Slips     Bank Statements     Centrelink Statements

EMPLOYMENT DETAILS

- Letter from Employment    OR  If self employed; Account reference/Business Registration Certificate and Taxation Return

RENTAL HISTORY

- Rental Ledger    OR  Rental Receipts

### RENTAL PROPERTY

Address	<input type="text"/>	
Commencement of Lease	<input type="text"/>	
Property Viewed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Property Clean?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### APPLICANT DETAILS

Name	<input type="text"/>	
Current Address	<input type="text"/>	
Date of Birth	<input type="text"/>	
Mobile Phone & Home Phone	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	
Drivers Licence Number & State	<input type="text"/>	<input type="text"/>
Car Registration Number & State	<input type="text"/>	<input type="text"/>
Passport Number	<input type="text"/>	
Pension Number	<input type="text"/>	

### CURRENT EMPLOYMENT DETAILS

Employer	<input type="text"/>	
Company Address	<input type="text"/>	
Name & Landline Phone Number	<input type="text"/>	<input type="text"/>
Occupation & Length of Employment	<input type="text"/>	<input type="text"/>
Net Income/Week	<input type="text"/>	

IF SELF EMPLOYED, PLEASE COMPLETE THE FOLLOWING DETAILS

Company Name	<input type="text"/>	
Company Address	<input type="text"/>	
Business Type & Position Type	<input type="text"/>	<input type="text"/>
A.B.N.	<input type="text"/>	
Accountant & Landline Phone Number	<input type="text"/>	<input type="text"/>
Solicitor & Landline Phone Number	<input type="text"/>	<input type="text"/>

### NEXT OF KIN

Name & Contact Number	<input type="text"/>	<input type="text"/>
Relationship to Applicant	<input type="text"/>	
Address	<input type="text"/>	

**OCCUPANCY DETAILS**

Number of Occupants	<input type="text"/>	
Number of Children & Ages	<input type="text"/>	<input type="text"/>
Do you smoke?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Pets? What Type?	<input type="text"/>	
Have you ever been evicted before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**RENTAL HISTORY****CURRENT RENTAL DETAILS**

Address	<input type="text"/>	
Rent per week	<input type="text"/>	
Agency/Landlord & Contact Details	<input type="text"/>	<input type="text"/>
Length of Tenancy	<input type="text"/>	
Reason for Leaving	<input type="text"/>	

**PREVIOUS RENTAL DETAILS**

Address	<input type="text"/>	
Rent per week	<input type="text"/>	
Agency/Landlord & Contact Phone	<input type="text"/>	<input type="text"/>
Bond Paid in Full	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Reason for Leaving	<input type="text"/>	

**IMPORTANT: APPLICATION PROCESS TAKES 2-4 BUSINESS DAYS**

*THE FOLLOWING IS REQUIRED IF YOUR APPLICATION IS APPROVED:*

- Holding deposit of 1 weeks rent paid by Bank Cheque or Money Order payable to Southlands Estate Agents.
- Holding deposit form signed.

*UPON SIGNING LEASE THE FOLLOWING IS REQUIRED BEFORE KEYS ARE RELEASED:*

- Bond payment of 4 weeks rent by Bank Cheque or Money Order payable to THE RENTAL BOND BOARD.
- 1 Weeks rent by Bank Cheque or Money Order payable to Southlands Estate Agents.

**IMPORTANT: ALL APPLICANTS ON LEASE MUST BE PRESENT AT TIME TO SIGN LEASE DOCUMENTS.****PRIVACY ACKNOWLEDGEMENT FOR PROSPECTIVE TENANTS**

In accordance with Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application, a tenancy applicant is required under the National Privacy Principles of Privacy Act to be aware that an organisation may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles, the database member discloses that in addition to information being supplied to a database company, other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicants/declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our information to be provided to any other tenancy databases for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a Tenancy Database and an inquiry made with a tenancy database my/our information may be recorded as making any inquiry.

I/we agree that in the event of a default occurring under a Tenancy Agreement I/we give my/our permission to the member of a Tenancy Database to register any of my details of such breach with a Tenancy Database. I/we further agree and understand that removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Tenant Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their Tenancy Agreements.

I/we agree and understand that should I/we fail to provide the database member with the information and acknowledgements required, the database member may elect to not proceed with my/our Tenancy Application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 364. I/we acknowledge that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

I/we accept that this application and all relevant documentation pertaining to this application may be passed on to the owner for their perusal.

I/we declare that I/we have inspected the premises and authorise Southlands Estate Agents to carry out all reference checks required to process my application.

APPLICANTS NAME	<input type="text"/>	
APPLICANTS SIGNATURE & DATE	<input type="text"/>	<input type="text"/>