

# ROBERT HENRY STATEWIDE REALTY – APPLICATION FOR TENANCY

Property Applied For:							Date:		
Rent: \$				Office Use :					
Number of Adults:			Number of Children:			Ages: ( ) ( ) ( ) ( ) ( )			
Pets:	YES	NO	Type of animal/s:				DOH Assistance	YES	NO
Move in Date:						Own BOND	YES	NO	
<b>APPLICANT ONE</b>					<b>APPLICANT TWO</b>				
Title:	Mr / Mrs / Miss / Ms or other (circle)				Title:	Mr / Mrs / Miss / Ms or other (circle)			
Surname:					Surname:				
First Name:					First Name:				
DOB:		Age:	Passport:		DOB:		Age:	Passport:	
Licence Number:			Email:		Licence Number:			Email:	
Mobile:					Mobile:				
Work:			Home:		Work:			Home:	
Present Address:					Present Address:				
<b>EMPLOYMENT</b>	Employers Name:				<b>EMPLOYMENT</b>	Employers Name:			
	Address:					Address:			
	Length of Employment:					Length of Employment:			
	Phone:		Type of Employment			Phone:		Type of Employment	
	Nett Wage per week: \$					Nett Wage per week: \$			
	If you've had your current job for less than 3 months. Please supply <u>ALL</u> details for previous employment:					If you've had your current job for less than 3 months. Please supply <u>ALL</u> details for previous employment:			
	Employers Name:					Employers Name:			
	Address:					Address:			
	Occupation:					Occupation:			
	Phone:		Period of employment:			Phone:		Period of employment:	
Nett Wage per week: \$				Nett Wage per week: \$					
DO YOU RECEIVE ANY GOVERNMENT BENEFITS:		YES	NO	DO YOU RECEIVE ANY GOVERNMENT BENEFITS:		YES	NO		
Type of benefit:					Type of benefit:				
Amount received per week 1:		\$			Amount received per week 1:		\$		
Amount received per week 2:		\$			Amount received per week 2:		\$		
How long on this benefit:					How long on this benefit:				

**PROCEED TO NEXT PAGE:**

**PLEASE MAKE SURE YOUR HAVE CORRECT DEATILS**

<b>CURRENT TENANCY INFORMATION</b>	Current Landlord/Agent Name:		<b>CURRENT TENANCY INFORMATION</b>	Current Landlord/Agent Name:	
	Phone:			Phone:	
	Fax:			Fax:	
	Current Rent per week: \$			Current Rent: \$	
	Length of Tenancy:			Length of Tenancy:	
	Reason for leaving:			Reason for leaving:	
	Is there any other names on current Lease – If yes please state;	YES NO		Is there any other names on current Lease – If yes please state;	YES NO
	Name of other person/s:			Name of other person/s:	

<b>PREVIOUS TENANCY</b>	Previous Rental Address:			<b>PREVIOUS TENANCY</b>	Previous Rental Address:		
	Previous Landlord/Agent Name:				Previous Landlord/Agent Name:		
	Phone:				Phone:		
	Fax:				Fax:		
	Rent Paid: \$				Rent Paid: \$		
	Length of Tenancy:				Length of Tenancy:		
	Reason for Leaving:				Reason for Leaving:		
	Was Bond Refunded?	YES	NO		Was Bond Refunded?	YES	NO

Are you aware of being on any Tenancy Information Arrears Services:	YES NO	Are you aware of being on any Tenancy Information Arrears Services:	YES NO
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**Please note should you answer 'no' to the above question and we find out you were aware, your application will be declined immediately.**

<b>REFERENCE</b>	Closest relative not living with you:		<b>REFERENCE</b>	Closest relative not living with you:	
	Name:			Name:	
	Phone:			Phone:	
	Relationship:			Relationship:	
	Someone you have known for 2 years or more:			Someone you have known for 2 or more years:	
	Name:			Name:	
	Phone:			Phone:	
	Relationship:			Relationship:	

**NOTE: The Applicant acknowledges and consents to the agent verifying personal, employment references and tenancy history references.**

Signature of Applicant One:	Signature of Applicant Two:
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**Please make sure to sign the privacy agreement on the back page.**  
**If this page is not signed then your application CANNOT and will not be processed.**

**APPLICANTS AUTHORITY FOR AGENT TO COLLECT INFORMATION**

I/ we the said applicant/s, declare that all the information contained in this application is true and correct and that the information provided is of my/ our own free will. I/we further authorise the agent to contact and confirm any information given regarding my previous or current employer, my previous or current landlord/ agent and to request records from any tenancy services and from other real estate agencies, information regarding my previous tenancies, supplied by me/ us in this application for verification of the details provided.

I/ we the said applicant/s, authorise the agent to assess and check any information that maybe listed on me/ us on the T.I.C.A. DEFAULT TENANCY DATABASE and any other tenancy database which may be available to report any details of the tenancy to any Tenancy Recording Services as the agent deems necessary, including breaches for the tenancy agreement or positive references.

If/ we agree that I/ we will abide by the policies of the office of the agent, as maybe provided to me/ us in relation to this tenancy.

I/ we agree to allow the agent to photo copy all information supplied by me/ us for there record. We understand if we do need our information photo copied it will cost **40c per page copied.**

I/ we agree to allow the agent to shred all parts of information supplied with our application form, immediately should the application be deemed unsuccessful.

PLEASE NOTE: Should this application be successful, a reservation fee of one weeks rent must be paid within **24 hour period** of being notified of a successful application. In the case of changing your mind your **reservation fee will not be refunded.**

**PRIVACY ACT 1988 – COLLECTION NOTICE**

The Personal information that the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant’s identity, to process and evaluate application and during the course of the tenancy. If the applicant is successful, maybe disclosed for the purpose in which it was collected, to other parties including landlords and there advisers, referees, or other agents and third party operators of the tenancy reference databases.

Information already held on tenancy reference database may also be disclosed to the agent and/ or landlord. If the applicant enters into a Residential Tenancy Agreement and if the applicant fails to comply with their obligations under the agreement, the fact and other relevant personal information collected about the applicant during the course of the tenancy, may also be disclosed to the landlord, third party operators of reference, database and/ or other agents. If the applicant would like access to personal information the agent holds, they can do so by contacting Robert Henry Statewide Realty. The applicants can also correct this information if it is inaccurate, incomplete or out of date. The agent is committed to the principles of the Privacy Act 1988. All steps are taken to ensure that any personal information collected is protected from unauthorized use. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

\_\_\_\_\_  
**APPLICANT ONE SIGNATURE**                      **PRINT NAME**                      **DATE**                      /                      /

\_\_\_\_\_  
**APPLICANT TWO SIGNATURE**                      **PRINT NAME**                      **DATE**                      /                      /

**OFFICE USE ONLY!**

**Property Rented:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Agent: ROBERT HENRY STATEWIDE REALTY, ST MARYS. Please fax a copy of the Tenant/s History Report to 9673 1310.**

**Please call, \_\_\_\_\_ on 9673 2199 for reference details. Thank you.**

# **NOTICE TO ALL TENANCY APPLICANTS**

## **100 POINT IDENTIFICATION**

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.

Drivers Licence	30 POINTS *
Passport	30 POINTS *
Proof Of Age Card	30 POINTS *
Tenancy History Ledger	20 POINTS
Previous Tenancy Agreement	20 POINTS
Previous 4 Rent Receipt/s	20 POINTS
Rental Bond Receipt	20 POINTS
Pay Advice	15 POINTS
Motor Vehicle Registration	15 POINTS
Telephone Account	15 POINTS
Electricity Account	15 POINTS
Gas Account	15 POINTS
Bank Or Credit Card Statements (3 Months - At Least)	15 POINTS - each
Pension Card	15 POINTS
Council Or Water Rates	15 POINTS
Health Care Card	15 POINTS
Medicare Card	10 POINTS
Birth Certificate	10 POINTS

**NOTE : You must have at least one of the items listed with "\*" next to the points.**

**PLEASE NOTE THIS OFFICE WILL NOT ACCEPT ANY APPLICATION/S WITHOUT ALL OF THE BOXES FILLED IN & YOU MUST PROVIDE COPIES OF ALL 100 POINTS OF IDENTIFICATION!**