

Tenancy Application Form

One form per person.

PROPERTY DETAILS:

Property Address: _____

Have you viewed the property? YES NO

Lease term: 12mths 6mths Other _____

No. & age of Children: _____

Additional occupants over 18: _____

Commencement date: _____

Rent \$ _____ per wk Bond \$ _____

PERSONAL DETAILS:

Title: Dr Mr Mrs Ms Miss

Surname: _____

Given names: _____

Date of Birth: _____

Drivers Licence No: _____

State: _____

Car Registration No: _____

Make/Model: _____

Passport No: _____

Country: _____

Smoker? YES NO

APPLICANT RENTAL HISTORY:

Current Address: _____

Length of time at your current address: _____

Agent/Landlord: _____

Phone No: _____

Rent: \$ _____ per week

Why are you leaving this address? _____

Was bond refunded in full? YES NO

If no, please specify why: _____

Previous address: _____

Length of time at this address: _____

Agent/Landlord: _____

Phone No: _____

Rent: \$ _____ per week

Why did you leave this address? _____

CONTACT DETAILS:

Home phone: _____

Work phone: _____

Mobile phone: _____

Email address: _____

EMPLOYMENT / CENTRELINK / STUDENT DETAILS:

(*include accountant details if self-employed)

Current Employer: _____

*Accountant: _____

Occupation: _____ Full-time/Part-time/Casual

Address: _____

Phone No: _____

Contact Person: _____

Net income: _____ per week

Length of employment: _____

Previous Employer: _____

Occupation: _____ Full-time/Part-time/Casual

Address: _____

Phone No: _____

Net income: _____ per week

Length of employment: _____

REFEREES: (Not husband / wife / de facto)

Two (2) Referees:

1. Name: _____

Relationship: _____

Phone: _____

2. Name: _____

Relationship: _____

Phone: _____

EMERGENCY CONTACT:

Name: _____

Relationship: _____

Address: _____

Phone no: _____

PETS:

Do you intend to keep pets at the property? YES / NO

Type / Breed Council Registration Number

1. _____

2. _____

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No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Please Call Me **Yes**

Signature _____

Phone: 1300 554 028
 Fax: 1300 889 598
 Email: info@connectnow.com.au

Before any application can be processed, each applicant must achieve a minimum of 100 points:

You will need to bring the below items in already photocopied and attached to this application form. Please read the application form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

Source (circle the points you are providing)	Applicant
COMPULSORY: Proof of income ie: payslip; bank statement; Centrelink statement; letter from employer If self employed we can contact your accountant. Drivers Licence (if you do not have a licence, please let us know first)	MUST HAVE
Your last (4) rent receipts if you rent a property	50 points
Own/owned a property (must provide a bill with that address on it)	50 points
Proof of Age Card	30 points
Passport/Visa details	30 points
Current Car/Motorbike Registration Papers	20 points
Minimum 2 References from previous Landlord/Agent	20 points
Copy of Phone, Gas and/or Power accounts for current address	10 points
TOTAL NUMBER OF POINTS:	

NB: Should you not be able to meet the "100 Check Points", please speak to the Property Manager.

PLEASE TAKE NOTE OF THE FOLLOWING:

- This application is accepted subject to the owners approval and no action shall be taken by the Applicant against the Landlord or the Agent should any circumstances arise whereby the property is not available for occupation on the due date.
- Processing of applications usually take 48 hours, with all references being contacted.
- Initial rental payment must be made by direct deposit within 24 hours after approval of application. No personal cheques or cash will be accepted.
- Keys will not be handed over until the Lease Agreement has been signed by all applicants and bond and rent has been paid in full.
- I hereby offer to rent the property from the owner under a Lease to be prepared by the Agent/Landlord. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act.
- I acknowledge that this application is subject to the approval of the owner/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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premises.

AGENT DECLARATION / PRIVACY STATEMENT:

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the applicants identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. The Agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act.(1988)

If the Applicant would like to access this information they can do so by contacting the Agent at the address or contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

SIGNATURE: _____

TENANT NAME: _____

DATE: _____

Harcourts

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