

F. APPLICANT HISTORY

9. How long have you lived at your current address?

YearsMonths

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

YearsMonths

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

YearsMonths

Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

YearsMonths

Net Income

\$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

21. Do you have an investment property?

☐ Yes

☐ No

J. PAYMENT DETAILS

Property Rental

\$

per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.
The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).
In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:
(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;
and
(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
and
(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
(v) The whole of the fee will be refunded to the prospective tenant if:
(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

TENANCY APPLICATION CHECKLIST

THE FOLLOWING REQUIRED BEFORE YOUR APPLICATION WILL BE PROCESSED

1. A **fully completed and signed** Application for Tenancy Form by each applicant (aged 18 years and over)
2. Multiple tenants must submit their **signed** application forms together
3. **Photo Identification:**
 - Current Drivers Licence **OR**
 - Current Passport (accompanied by valid VISA permission) **PLUS**
 - One other form of identification (e.g. Birth Certificate)
4. **Tenancy Reference** – attach a copy of your Tenant Ledger Report (ask you agent for an uploaded copy) or a reference from your landlord
5. **Proof of Income:**
 - Two (2) current payslips
 - Centrelink Statements if you receive any Government Benefits/Pensions
 - If you are self employed – a copy of Profit & Loss Statements/Tax Return, Bank Statements **PLUS** your Accountant's contact details for verification
6. **If you currently own your own home:**
 - Council Rates Notice **OR**
 - Water Rates
 - If your property has been sold – a copy of the front page of the exchanged contract or letter from Agent outlining the details of the sale.
7. **Proof of current residential address** (the following are required with your name and current address visible):
 - Electricity Account **PLUS**
 - Telephone Account
8. **DEPOSIT** - If you application is approved, our office will require you to pay a holding deposit that is equivalent to one (1) weeks rent, by either Bank Cheque or Electronic Funds Transfer
9. Please **SEND** your completed application along with all your required documents via one of the following:
 - Email: info@rentalfirst.com.au **OR**
 - Drop it into the office: Level 4, 30 Atchison Street, St Leonards 2065 **OR**
 - Fax to (Attention: Rental Department): F (02) 9437 6344