



# TENANCY APPLICATION FORM

Acceptance of this application will not be acknowledged until **ALL** relevant sections of this form have been completed, signed & are accompanied by the following:-

- ◇ Copy of proof of ID (copies to be supplied by applicant at own cost)
- ◇ Written references from (if available)
  - Current or previous landlord
  - Current place of employment

**Incomplete applications will not be processed**

A separate application form must be completed by each person over 18 years of age who will be residing at the property.

***If your application is successful you will be required to pay the following:-***

1. Holding deposit equal to one (1) weeks rent to secure the property to you while your lease and the property are prepared.  
(NB: this is a non-refundable deposit should you choose to withdraw your application)
2. Upon signing of your lease, a rental bond (equal to four (4) weeks rent) , plus your first rent payment of 2 weeks rent (less your holding deposit) must be paid.

**PROPERTY APPLYING FOR**

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Requested Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months

Date Property to be occupied \_\_\_\_\_

Rent per week \$ \_\_\_\_\_ Bond (4x weeks rent) \$ \_\_\_\_\_

Number of adults \_\_\_\_\_ Number of Children (under 18yrs) \_\_\_\_\_

Name	Age	Name	Age
1.		3.	
2.		4.	

Do you have pets?    **YES**    **NO**    If yes, number of pets? \_\_\_\_\_

Type/breed \_\_\_\_\_ Inside /outside    M / F    Desexed? **Y / N**

Type/breed \_\_\_\_\_ Inside /outside    M / F    Desexed? **Y / N**

## APPLICANTS DETAILS

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Current address \_\_\_\_\_

Drivers Licence # \_\_\_\_\_ State \_\_\_\_\_

Passport # \_\_\_\_\_ Country \_\_\_\_\_

Occupation \_\_\_\_\_

Employer Name \_\_\_\_\_ Employer Ph. \_\_\_\_\_

**Please provide a contact number you are available on all day**

Contact No. \_\_\_\_\_

## APPLICANT HISTORY

Have you ever been evicted from a property? **YES** **NO**

Are you in debt to any landlord or agent? **YES** **NO**

**Current address** \_\_\_\_\_

**Suburb** \_\_\_\_\_ **Post code** \_\_\_\_\_

Situation      Renting / Owned / Never rented / Other:

Period of Occupancy / Tenancy \_\_\_\_\_

Landlord /agents name \_\_\_\_\_

Phone \_\_\_\_\_ Rent paid (per week) \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Was bond repaid in full **YES** **NO**      If no, please explain :

**Previous address** \_\_\_\_\_

**Suburb** \_\_\_\_\_ **Post code** \_\_\_\_\_

Situation      Renting / Owned / Never rented / Other:

Period of Occupancy / Tenancy \_\_\_\_\_

Landlord /agents name \_\_\_\_\_

Phone \_\_\_\_\_ Rent paid (per week) \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Was bond repaid in full **YES** **NO**      If no, please explain :

admin1@insidestoryrealty.com.au

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## EMPLOYMENT DETAILS

If you are employed, complete the next section. If you have changed employer in the last year, you must also complete the section for previous employment that follows. If you are **self employed**, skip these two sections and complete 'Business Details for Self Employed' applicants.

### Current employment

Income \$ \_\_\_\_\_ week – f/night – month

Length at current employment \_\_\_\_\_

Employer \_\_\_\_\_

Contact name \_\_\_\_\_

Phone \_\_\_\_\_

Position held \_\_\_\_\_

### SUPPORTING

A recent payslip; OR

### DOCUMENTS REQUIRED:

(you must provide proof of income for this section)

Bank statement showing income; OR

Written reference from employer

### Previous employment

Income \$ \_\_\_\_\_ week – f/night – month

Length at previous employment \_\_\_\_\_

Employer \_\_\_\_\_

Contact name \_\_\_\_\_

Phone \_\_\_\_\_

Position held \_\_\_\_\_

### SUPPORTING

Last payslip; OR

### DOCUMENTS REQUIRED:

(you must provide proof of income for this section)

Bank statement from period of employment showing income

### Self employed

Income \$ \_\_\_\_\_ week – f/night – month

How long in this business \_\_\_\_\_

Business name \_\_\_\_\_

ABN / ACN. \_\_\_\_\_

Accountant Name \_\_\_\_\_

Phone Number \_\_\_\_\_

### SUPPORTING DOCUMENTS REQUIRED:

(you must provide proof of income for this section)

A recent tax assessment; OR  
A letter from accountant regarding income

## Centrelink details

Payment type \_\_\_\_\_

Fortnightly income \$ \_\_\_\_\_

Are you eligible for rent assistance? **YES / NO**

### SUPPORTING

### DOCUMENTS REQUIRED:

(you must provide proof of income for this section)

Recent Centrelink statement;  
OR  
Recent bank statement showing income

## REFERENCES

### Business Referee 1

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

### Business Referee 2

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

### Personal Referee 1

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

### Personal Referee 1

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

## EMERGENCY CONTACT

Next of Kin \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (M) \_\_\_\_\_

Relationship \_\_\_\_\_

## ADDITIONAL REQUIREMENTS AND/OR CONDITIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## TERMS OF APPLICATION

The applicant (you) declare that

1. All of the above details are correct & true
2. ISR are authorised to contacted the listed referees & conduct checks on you through any tenant and trade reference organisation that we may be affiliated with
3. You are not bankrupt or insolvent
4. **You can afford the advertised rent**

You agree that

1. If this application is not approved, we are not required to give you a reason for non-approval
2. This application, unless accepted, creates no contractual or legal obligations between you and ISR
3. Upon being notified of the acceptance of this application, you agree to sign & enter into a 'Residential Tenancy Agreement' as prepared by the landlords agent and upon presentation of it to you by us
4. **You have inspected the property and accept its current condition**
5. **You will always maintain the property in the same or better condition than when you take possession**
6. **Payment of rent will be made in an acceptable method to us**
7. **You will always pay rent in advance**

## PRIVACY STATEMENT

As professional property managers, we collect & use personal information provided by you as the applicant to assess the risk in providing you with the lease / tenancy of the premises you have applied for and provide services required by you or on your behalf during the tenancy.

You as the applicant agree and in accordance with and subject to the Privacy Act 1988 (CTH): that we may collect, use and disclose personal information about you to:-

- I. The owner/ landlord of the premises applied for
- II. Tenancy databases for the purposes of properly assessing the risk in providing you with the lease
- III. Nominated Referees to confirm information provided by you
- IV. Tradespeople and similar contractors engaged by the owner / agent in order to facilitate the carrying out of works with respect to the premises
- V. The owner's insurance companies, authorised real estate personnel, courts & tribunals & other third parties as may be required by us relating to the administration of the premises and use of the agents services
- VI. The landlords utility companies such as gas, electricity, water connection, telephone connection, banks etc

Without provision of certain information by you, we may not be able to act effectively or at all for you or our other clients.

The applicant has the right to access such personal information and may require correction or amendment of any in accurate, incomplete, out of date or irrelevant information.

As professional property managers, Inside Story Realty will confirm the reference information you have provided in this application and in particular with your employer(s) and current or prior landlord's or landlords managing agent.

By signing below you provide consent for use by Inside Story Realty of all your private information disclosed herein for the purpose of checking with referees you have provided in this application. We may also check your personal & reference information against tenancy reference databases. These are databases permitted by law to accumulate reference information about tenants and their adherence to lease terms. If you fail to comply with you obligations of the tenancy agreement, that fact may also be disclosed to the landlord, other agents & operators of tenancy reference databases.

If you have any queries or would like to access this information, please contact us at our office at 97 Hoddle St, Robertson, by telephone to (02) 4885 2288 or 0435 765 502, by email to [admin1@insidestoryrealty.com.au](mailto:admin1@insidestoryrealty.com.au)

**Please sign below as authorisation to Inside Story Realty to process my application for rental purposes.**

SIGNATURE

DATE

PRINT NAME