



## TENANCY APPLICATION INFORMATION

Please ensure you have read and completed each page in full and have all required information available when submitting this application.

I/we agree to supply the following for each applicant ... office use

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- 2 forms of identification i.e. driver's license, birth certificate, 18+ card, passport, Medicare card (at least 1 must be photo id)
- Proof of regular housing payments i.e. rent receipts, rent ledger, Bank statement, mortgage statement (if home owner)
- 2 forms of proof of current address (other than those provided as identification) i.e. bank statement, phone bill
- Proof of income i.e. 2 recent pay slips, Centre link income statement, recent group certificate (if self-employed)

Please read and tick:

I/we have inspected the property and wish to submit this application for tenancy

I/we acknowledge that once acceptance of my application has been conveyed to at least one of the applicants either in writing or verbally the terms of the lease agreed upon becomes binding.

I/we agree that if the application is approved to pay the equivalent of 1 weeks rent within 24 hrs.

**Please note:** this payment is non-refundable if you do not wish to proceed with the application.

I/we acknowledge that RE/MAX Capital does not accept bond transfers and that Government bond loans are accepted by prior arrangement.

I/we saw/heard about this property from realestate.com.au, allhomes.com.au, office/rental list for rent sign other \_\_\_\_\_

**Date of inspection:** \_\_\_\_\_ on inspecting the property I/we found the property clean Y/N

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APPLICANT SIGNATURE/S: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT NAME/S: \_\_\_\_\_

DATE: \_\_\_\_\_

**In accordance with the National Privacy Principals Act we require you to read and sign this Acknowledgment and Consent Form.**

- We are an independently owned and operated business. This Acknowledgment outlines how our business will handle your personal information.
- If you do not sign and complete this Acknowledgment we may elect not to accept or proceed with processing this application.



If you do not provide sufficient information for us to adequately process your application we may elect not to accept or proceed with processing this application.

### Acknowledgement

The primary purpose for collecting your personal information on this application form is to accurately assess your suitability for a tenancy in the nominated property. The information we collect about you from your previous landlords/letting agents, your current/previous employer, your references and tenancy default databases including TICA, may be disclosed to the owner and/or owner's representatives of the property to which this application relates, even if the owner/owners representative resides outside Australia.

**If this application is accepted**, the secondary purpose for maintaining your personal information provided on this application, and collected throughout your tenancy, is to responsibly manage the property and your tenancy. The information we hold about you may be disclosed to other parties including, but not limited to, other landlords/lettings agents, registered valuers, sales consultants from licensed real estate agencies, contractors/trades people, Body Corporate, debt collection agencies, tenancy default databases including TICA, insurance companies and government departments.

**If this application is declined** and you wish to collect the personal information you supplied in this application, you can do so within 7 days of this application being lodged. After this 7 day period, RE/MAX Capital will take all reasonable steps to destroy all information collected during the application process including this application form and any information from previous landlords/letting agents, your current/previous employer, your references and any information received from tenancy default databases including TICA.

### Consent Form

I, the said applicant declare that I give my permission to RE/MAX Capital to confirm any personal information provided in this application as well as collect my information and pass on such information as outlined in the above acknowledgement if this application is accepted.

I do solemnly and sincerely declare that the information contained in this application is true and correct and that all information has been given of my own free will. I authorise RE/MAX Capital to contact and/or conduct any inquiries or searches with regard to the information supplied on this application.

**I acknowledge that once acceptance of my application has been conveyed to me either in writing or verbally, the terms of the lease agreed upon become binding.**

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

Print name:

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

Signature: \_\_\_\_\_

Date \_\_\_\_\_



**PROPERTY ADDRESS:**

\_\_\_\_\_

**APPLICANT (1)**

Full Name: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Contact Ph. #: \_\_\_\_\_

(h) \_\_\_\_\_

(m) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address:

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

Rent p/w: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Ph. #: \_\_\_\_\_

Length of Occupancy: \_\_\_\_\_ yrs. \_\_\_\_\_ mths. *(If less than 12 months, please also complete "Previous Address")*

Previous Address:

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

Rent p/w: \$ \_\_\_\_\_

Previous Landlord/Agent:

\_\_\_\_\_

Ph. #: \_\_\_\_\_

Length of Occupancy: \_\_\_\_\_ yrs. \_\_\_\_\_ mths.



**Occupation:**

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Casual - Part Time - Full Time

Weekly \$ gross/net:

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Employer:

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Length of Employment: \_\_\_\_\_ yrs. \_\_\_\_\_ mths.

Ph. #: \_\_\_\_\_

Nearest Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

Ph. #: \_\_\_\_\_

Nearest Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

Ph. #: \_\_\_\_\_

Other Occupants living at the property (this is including all children under the age of 18)

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PETS Y/N

Type/breed/age:

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(Pet application will be required to be filled out)



I/we have inspected the above mentioned premises and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$ \_\_\_\_\_ per week and that the rental to be paid is within my/our means. I/we also undertake to pay a rental bond of 4 x weekly rent which I/we understand we must pay upon the signing by me/us of the Tenancy Agreement. It is AGREED that immediately upon communication of acceptance of this application by the landlord or his agent, this tenancy shall be binding.

Signed: (1) \_\_\_\_\_

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**OFFICE USE ONLY:** Landlord Approved Yes / No / NA Applicant Advised \_\_\_\_ / \_\_\_\_ / \_\_\_\_ :  
am/pm

Notes:

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SIGN UP Day \_\_\_\_\_ Time \_\_\_\_\_