

TENANCY APPLICATION FORM

APPLICANT NAME	NUMBER OF PEOPLE APPLYING

Thank you for your application. We endeavour to act as quickly as possible with regard to processing your application and are restricted only by the responses to our questions regarding your application. You can assist us by ensuring you provide us with accurate details for your referees and notify them we will be contacting them with regard to your application.

Each adult who wishes to reside in the property needs to complete an application form in full. Any applications that are incomplete will not be processed.

With your application you will need to provide copies of the following:

ONE Proof of your current income – in the form of:

- Your two most recent payslips
- For self employment – please provide your accountants details or a copy of your latest tax assessment
- If starting new employment – a signed letter of appointment
- Or, a Centrelink statement

TWO Proofs of identification, such as the following:

- Photo identification
- Passport
- Rental receipt (from previous tenancy)
- Birth certificate
- Pension card
- Motor vehicle registration papers
- Telstra, electricity or gas account

The property will remain on the market until a tenancy agreement has been signed and the bond has been paid.

If your application IS successful:

*You will be asked to sign a tenancy agreement and pay your bond (equivalent to 4 weeks rent)

*Rent is due at the commencement of your tenancy agreement and keys can be collected from this date

If your application ISNT successful:

*You will be notified by phone or email and your application form will be destroyed (for privacy purposes)

Cootamundra Realty

Lic No 1615110

Abn: 33 659 612 242

"Exclusively focused on you"

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PROPERTY ADDRESS			
APPLICANTS DETAILS			
Name			
Current Address			
Work Ph			
Home Ph			
Mobile			
Email			
Drivers Licence #			
D.O.B.			
CHILDREN	Y / N	DETAILS (number of/age)	
NAME/S			
CURRENT WORK DETAILS			
Occupation			
Employer			
Contact Name			
Contact Number			
Duration of Employment		Salary	
Office Use Only:			

Before completing this form any further, please read the following:

Privacy Statement

We require you to provide us with personal information in this application for the purpose of processing your application for tenancy for this property. The processing of your application will involve the disclosure to the landlord the information contained in this form in order for the landlord to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement.

Part of this process is to verify the information that you have given us with the nominated contacts provided in your application. By signing this statement, you are agreeing to allow the staff of **Cootamundra Realty** to ask the required questions to assess your suitability to be considered for this tenancy.

If you do not provide us with the requested information or permit us to confirm the information provided, we will not be able to process your application for tenancy.

Cootamundra Realty will not use the information provided by you for any other purpose than described above. If your application is unsuccessful, our policy is to destroy your application form in order to protect your right to privacy.

I have read and agree with the privacy statement as detailed above

SIGNED: _____

Please note: if this section is not signed we will be unable to process this application

RENTAL HISTORY

ARE YOU (please tick and/or circle appropriate response):

- RENTING – PRIVATE/AGENCY
- SELLING/OWN HOME
- LIVING AT HOME

LANDLORD/AGENT: _____

PROPERTY MANAGER: _____

PHONE NO/S: _____ TENANCY TERM: _____

RENT PAID PER WEEK: \$ _____

REASON FOR LEAVING: _____

IF LESS THAN THREE YEARS AT ABOVE ADDRESS:

PREVIOUS ADDRESS: _____

LANDLAND/AGENT: _____

PROPERTY MANAGER: _____

PHONE NO/S: _____ TENANCY TERM: _____

RENT PAID PER WEEK: \$ _____

REASON FOR LEAVING: _____

REFEREES

Contact 1		Contact 2	
Address		Address	
Work ph		Work ph	
Home ph		Home ph	
Mobile		Mobile	
Email		Email	

Office Use Only:

PETS

Do you intend on keeping any pets at the premises? YES / NO

If YES what is the breed and age? _____

EMERGENCY CONTACTS

Contact 1		Contact 2	
Address		Address	
Work ph		Work ph	
Home ph		Home ph	
Mobile		Mobile	
Email		Email	

I understand that the information provided in this application will form part of the tenancy agreement and that my application will be approved on this basis.

I, the applicant, further acknowledge that I will make no claim or demand, nor commence litigation against the lessor or his agent should the premises be found to be unavailable due to occupation by another occupier or should the applicant be deemed unsuccessful.

APPLICANTS SIGNATURE: _____

DATE: _____

IN THE PRESENCE OF: _____