

# Tenancy Application Form.

Separate application forms are to be completed by each applicant.  
This application will only be processed when it is fully completed including all sections, signed and all supporting documents attached including 100 Points of Identification and current proof of income.

## Property Address

## Applicant Details

Full Name

Date of Birth

Drivers Licence or Passport Number

Issuing State or Country

Expiry

Smoker

Yes

No

Email

Phone Number

Home

Work

Mobile

## Vehicles to be kept at property

Please Note: Unregistered vehicles are prohibited at the property.

Registration

Make and model

Colour

Vehicle 1

Vehicle 2

Vehicle 3

## Pets

Leave blank if no pets will be at the property

Pet 1

Pet 2

Type & breed of pet

Age

Name

Council registered with

Council registration number

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## Other Occupants

	Full Name	Date of Birth	Smoker?
Person 1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Person 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Person 3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Dependants

Do you have any dependants?  Yes  No

	Full Name	Relationship	Date of Birth
Person 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Centrelink Payments

Are you receiving regular Centrelink Payments?  Yes  No

Description of Payment

Total income per week

Date payments commenced

## Student Details

Are you studying full or part time?  Yes  No

Name of Education Institution

Student ID Number

Are you an overseas student?  Yes  No

If yes, visa expiry date

# Tenancy Application Form.

## Contacts and References

Emergency Contact Name

Relationship

Address

Phone Number

## Professional Reference Contact 1

Name

Relationship

Address

Phone Number

## Professional Reference Contact 2

Name

Relationship

Address

Phone Number

# Tenancy Application Form.

## Current Address

Address

Rental Amount

Landlord / Agent's Name

Landlord / Agent's Phone Number

Reason For Leaving

Period of Occupancy

 Years  Months

Are there any outstanding bond monies owing?

 Yes  No

If yes, why?

## Prior Address

Address

Rental Amount

Landlord / Agent's Name

Landlord / Agent's Phone Number

Reason For Leaving

Period of Occupancy

 Years  Months

Was the bond refunded in full?

 Yes  No

If no, why?

# Tenancy Application Form.

## Employment History

Occupation	<input type="text"/>		
Employment Basis	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual <input type="checkbox"/> Contract
Employer's Name	<input type="text"/>		
Payroll/Manager's Name	<input type="text"/>		
Phone Number	<input type="text"/>		
Email Address	<input type="text"/>		
Employer's Address	<input type="text"/>		
Length of Employment	<input type="text"/>		
Gross Income Before Tax	<input type="text"/> Weekly	<input type="text"/> Annually	

## If Self-Employed

Company Name	<input type="text"/>		
Trading As	<input type="text"/>		
Address	<input type="text"/>		
ABN	<input type="text"/>		
Period Self-Employed	<input type="text"/> Years	<input type="text"/> Months	
Industry / Nature of Business	<input type="text"/>		
Accountant's Details	<input type="text"/>		
Phone	<input type="text"/>		
Creditor Referee	<input type="text"/>		
Phone	<input type="text"/>		

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## Identification

Please provide 100 points of identification from the following table, including at least one photo ID:

Photo ID	Passport	70 Points
	Driver's Licence	40 Points
Other Government ID	Birth Certificate	70 Points
	Australian Citizenship Certificate	
	Centrelink Card	40 Points
	Veteran Affairs Gold Card	
	Public Service Employee ID	
	Tertiary Education ID	
Other ID	Bank / Credit Card Statement	25 Points
	Bank / Credit / Debit Card	
	Council Rates Notice	
	Medicare Card	
	Motor Vehicle Registration	
	Proof of Age Card	
	Seniors Card	
	Electricity / Gas Account	

## Proof of Income

Please provide one of the following:

- Four most recent payslips
- Employment Contract
- Centrelink Statement
- Bank Statement
- Letter from Accountant (If Self-Employed)
- ATO Notice of Assessment

## Notes

# Tenancy Application Form.

## Terms & Conditions

1. Should the landlord accept this application I agree to enter into a General Tenancy Agreement and rental monies and/or bond monies paid within a reasonable time frame prior to commencing the tenancy. All parties will be required to attend a sign up appointment within 24 to 48 hours of acceptance.
2. I acknowledge that this application is subject to the approval by the Owner of the property. I declare that all information contained in this application (including all pages attached) is true and correct and given of my own free will.
3. I understand that should my application be denied by the Owner, that there is no legal requirement to disclose the reasons as to why.
4. This Application Form with any attached documents/notices will be the property of Legacy Property Management Pty Ltd. (Supply copies only)
5. I agree that if the tenancy is approved I may receive telephone; SMS and/or email notification daily if the rent falls in arrears. This is a free service to endeavour to avoid an eviction process during the tenancy.
6. I agree that a co-tenant may speak on my behalf as I agree to speak on their behalf when we are dealing with the Agency, including but not limited to "if offered we will accept the General Tenancy Agreement, Form 18a as read". For example, my co-tenant can ring and accept on my behalf rather than the Agent speaking to each party individually. One accepts for all.
7. I acknowledge that any negative comments placed on social media either during or after any period of tenancy shall constitute defamation.

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## Declarations

- Have you ever been evicted by any lessor or agent?  Yes  No
- Are you in debt to another lessor or agent?  Yes  No
- is there any reason known to you that would affect your ability to pay rent when due?  Yes  No
- Was your bond at your last address refunded in full?  Yes  No
- Have you inspected the property and was the property in a satisfactory condition when you inspected it?  Yes  No
- Have you ever been bankrupt or do you have an undischarged bankruptcy?  Yes  No
- Have you ever been listed on a tenancy database?  Yes  No

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia (TICA) and National Tenancy Database records. I further declare that a co-tenant has sufficient knowledge of this application and is vested with sufficient authority to bind me in the acceptance of a General Tenancy Agreement (Form 18a).

I apply for a tenancy at

for a period of  months

at a rent of  \$  per week

commencing on

I understand I am required to pay two weeks' rent within 48 hours of application approval, together with bond equal to four weeks rent prior to collection of keys, which is equal to a total of six weeks' rent.

Applicant's Signature

Applicant's Name

Date