

Tenancy Application Form

- Drivers Licence or Passport or Proof of Age Card
- Proof of Employment by Payslips or Letter of Offer from New Employer
- Bank Statement
- Proof of Current Address & 2 Paid Bills
- Centrelink Statement if applicable
- Copy of Tenant ledger or Lease Agreement if applicable
- Council or Water Rates if currently owner occupied

Property Details

Application for Premises at: _____
Rent per Week: \$_____ Number of People to Occupy Property: _____
Names & Ages of Occupants: _____
Preferred Lease Term: 6 months or 12 months
Details of Pets: (Type/Breed) _____ Commencement Date: _____

Applicant Details

Full Name: _____ D.O.B: _____
Home Phone: _____ Mobile: _____ Work Phone: _____
Email: _____
Drivers Licence Number: _____ Expiry Date: _____ State: _____
Passport Number: _____ Country of Issue: _____
Car Registration Number: _____ is your car owned or under finance: _____
Do You Smoke: YES or NO. Have you been known by any other name: _____
Emergency Contact: _____ Phone Number: _____
Relationship to You: _____ Email: _____

Employment Details

Current Occupation: _____ Length of Employment: _____
Employers Name: _____ Contact Name: _____
Contact Phone Number: _____ Net Income: _____
Basis of Employment: Full-Time Part-Time Casual How many Hours: _____
Additional Income: (e.g. Centrelink) _____

Educational Details (Current Students)

Name of Education Institution: _____ Course Name: _____
Duration of Course: _____ Student ID Number: _____

Personal References

Two personal references – Please include Name, Relationship to you and Phone Number

- 1) _____
- 2) _____

Rental History

Current Address:

Current Agent/Landlord: _____

Agent/Landlord Phone Number: _____ Fax Number: _____

Agent/Landlord Email: _____

Rent per Week: _____ How long have you resided here? _____

Reason for Leaving: _____

Previous Address: _____

Previous Agent/Landlord: _____

Agent/Landlord Phone Number: _____ Fax Number: _____

Agent/Landlord Email: _____

Rent per Week: _____ How long did you reside here? _____

Reason for Leaving: _____

Previous Address: _____

Previous Agent/Landlord: _____

Agent/Landlord Phone Number: _____ Fax Number: _____

Agent/Landlord Email: _____

Rent per Week: _____ How long did you reside here? _____

Reason for Leaving: _____

Questionnaire

Has your tenancy ever been terminated?	Yes	or	No
Have you ever been refused a property by a landlord/agent?	Yes	or	No
Are you in debt with another landlord/agent?	Yes	or	No
Have any deductions ever been made from your rental bond?	Yes	or	No

Holding Deposit

The holding deposit (equivalent to one week's rent) keeps the premises off the market for the prospective tenant for seven (7) days or longer by agreement.

- I/We agree that the hold deposit is payable within 24 hours of approval by the agent/landlord. The holding deposit will be applied as the first week of rent at the commencement of the tenancy
- Once the holding deposit is paid the agent will not enter into any agreement with any other persons within seven days of receiving the deposit unless the agent is notified by the applicant that they no longer wish to proceed with the tenancy
- Where the applicant refuses or fails to proceed with the tenancy the entire holding deposit will be forfeited to the owner
- If the applicant refuses/fails to proceed with the tenancy on the grounds of misrepresentation or failure to disclose a material fact by the agent, the holding deposit will be refunded to the applicant in full

Tenancy Reference Check

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Cveta Property regarding my/our rental history.

Applicant's Name: _____

Property Being Applied For: _____

Current Rental Address: _____

Current Period of Tenancy: _____ Weekly Rent: _____

Current Managing Agent: _____

Contact Name: _____

Agent's Phone No: _____ Agent's Fax No: _____

Signature of Applicant: _____ Date: _____








PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH THE COMPLETED & SIGNED APPLICATION FORM.

Dear **Agent**, Please complete and email back with a ledger to rentals@cvetaproperty.com.au thank you.

Name & Position of Person Completing Form	
Period of Tenancy	
Weekly Rent Amount	
Was Rent Paid on Time?	
Were Termination Notices Issued?	
Condition of Property upon Inspection	
Were Lawns & Gardens Kept Neat & Tidy?	
Did the Tenants Have Any Pets?	
Have the Tenants Vacated?	
If Yes, Was the Bond Refunded In Full?	
Would you rent to them again?	
Any Further Comments	

Signature of Agent: _____ Date: _____

Free Utility Connection Service

 <p>MyConnect offer a completely FREE utility connection service.</p> <p>MyConnect will call you to arrange the connection of your required utilities at your new property.</p> <p><input checked="" type="checkbox"/> Yes, please contact me</p> <p><input type="checkbox"/> Interpreter required</p> <p><input type="checkbox"/> OR Tick here to opt out</p>	<p>We connect</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Electricity</div> <div style="text-align: center;"> Gas</div> <div style="text-align: center;"> Phone</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Internet</div> <div style="text-align: center;"> Pay TV</div> <div style="text-align: center;"> Plus more...</div> </div> <p>Our retailers</p> 	<p>Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.</p>
<p>1300 854 478 enquiry@myconnect.com.au myconnect.com.au</p>		

Declaration

- I/We inspected the property being applied for on ___/___/___
- I/We accept the property in the condition it was presented in at this inspection
- I/We offer to rent the property from the owner under the lease agreement prepared by the agent
- I/We declare that all the information contain in this application is true and correct
- I/We authorise the agent to obtain personal information at their discretion from:
 - Personal referees that are listed in this application
 - Employer(s)
 - Current and Previous Landlords/Agents
- I/We authorise the agent to access and obtain record/listings on any Tenant Default Database
- I/We agree to allow the agent to photocopy the information supplied with this application for their records and acknowledge that this information will be destroyed within two weeks of applying should I/We be unsuccessful.
- I/We understand that if I/We default under our rental agreement we may be listed on Tenant Default Databases which will impact on applications in future.
- I/We declare that we are not in debt to any other Agent or Landlord
- I/We acknowledge that the agent will use and disclose the information provided within this application in order to:
 - Communicate with the owner to select a tenant
 - Prepare lease documentation
 - Allow organisations/tradespeople to contact me/us
 - Facilitate the sale of the property should it be placed on the market
 - Lodge/Claim rental bonds with the Rental Bond Board
 - Refer to Tribunal/Courts/Statutory Authorities if needed
 - Refer to collection agents/lawyers if needed
- I/We acknowledge that if our application is unsuccessful there is no requirement by law for the agent to disclose any reason for rejection. I/We also agree that no objection will be raised for not being provided a reason for rejection.
- I/We acknowledge and understand that the availability of telephone lines, internet service, analogue, digital or cable television (and the adequacy of such services) are the sole responsibility of the tenant/s and the tenant should make their own enquiries as to the availability of such services before accepting the tenancy of the property. The landlord does not declare that any telephone plugs, antenna sockets or other service points are in good working order and such items are not inclusions of the property.

SIGNATURES OF APPLICANT/S:

_____ / _____ **DATE:** _____