



PROPERTY MANAGEMENT AND BUYER'S AGENCY

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TENANCY APPLICATION

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist must be completed so the Tenancy Application can be processed promptly.

PROPERTY YOU ARE APPLYING FOR:

FULL NAME OF APPLICANT:

NAMES OF ALL OTHER APPLICANTS APPLYING TO RESIDE AT THE PROPERTY:

Name:	Date of Birth:	Relationship:	Name:	Date of Birth:	Relationship:

TENANT CHECKLIST:

- I have inspected the property both internally and externally and found it to be in satisfactory condition.
- Attached photocopies of documents to meet 100 or more points of identification which include mandatory documents.
- I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP.
- Completed the Application form fully, including the Privacy Disclosure Statement, Electronic Transmission, Privacy Consent and Marketing Consent.
- Completed the Pet Application & Agreement form if pets are to reside at the Property.

APPLICANT DECLARATION

- 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 OR Will your Bond at your last address refunded in full? Yes No
- I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. Yes No
- I declare the information provided is true and correct. Yes No
- I understand that if I am advised that this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay Bond (equivalent to 4 weeks rent) and 2 weeks Rent. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured. Yes No

APPLICANTS OFFER OF TENANCY

Preferred Start Date: _____
 (Please put a DATE, do not put ASAP)

Length of Lease preferred: 6 months 12 months
 Other : _____

Number of Adults: _____

Rent per week: \$ _____

Number of Children: _____

Bond: \$ _____ (equivalent to 4 weeks rent)

PETS

Will pets be residing at the property: Yes No
 If yes, please complete a Pet Application separately and attach to this application form.

100 POINTS OF IDENTIFICATION

This Application will **NOT** be processed until it is completed fully including all copies of supporting documents attached as required for the 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. We kindly ask that when attaching 'copies', ensure they are of legible quality. (Please)

MANDATORY DOCUMENTS

You **MUST** select at least **ONE** of the below and attach to this application

<input type="checkbox"/>	Australian Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	Proof of Age Card	30
<input type="checkbox"/>	Other Photo ID	20

SUPPORTING DOCUMENTS

You can select any number of the following documentation to support your application

<input type="checkbox"/>	Last 2 Rent Receipts	20
<input type="checkbox"/>	Current General Tenancy Agreement	20
<input type="checkbox"/>	Current Tenant Ledger	20
<input type="checkbox"/>	Current Rates Notice <small>(if Home Owner)</small>	20
<input type="checkbox"/>	Utilities Statement - eg. Electricity, Phone bill	10
<input type="checkbox"/>	Car Registration Certificate	10
<input type="checkbox"/>	Birth Certificate	10
<input type="checkbox"/>	Medicare Card	10

PROOF OF INCOME

You **MUST** select at least **one** of the below and attach to this application

<input type="checkbox"/>	Last 2 Payslips <small>(Current)</small>
<input type="checkbox"/>	Letter of offer
<input type="checkbox"/>	Current Centrelink Income Statement
<input type="checkbox"/>	Current Bank Statement

TOTAL POINTS OF ID PROVIDED TO AGENT: _____

APPLICANT DETAILS

First Name: _____

Last Name: _____

Drivers Licence Number: _____ Expiry: / /

Date of Birth: Day Month Year

Home Phone Number: _____

Work Phone Number: _____

Mobile Phone Number: _____

Passport Number: _____

Email Address: _____

Are you a permanent resident of Australia Yes No
 If no, you must supply a copy of your current VISA.

EMERGENCY CONTACT

Full Name: _____ Relationship: _____

Address: _____ Phone Number: _____

NB. Complete the above details of a relative/friend, who will NOT be residing with you. They will not be contacted for this application but may used in the event of an emergency.

CURRENT RESIDENTIAL ADDRESS

Home Owner: Yes No If yes, please supply a copy of your most recent rates notice.

Address: _____

Rent per week: _____ Length Resided: Years Months

Current Agent Details - Our Agency will need to confirm your tenancy with your current Agent/Lessor, please provide full and accurate details

Agent/Landlord: _____ Phone Number: _____

Email Address: _____

Reason for leaving: _____

PREVIOUS RESIDENTIAL ADDRESS (Only applicable if you have resided less than 2 years at your current address)

Home Owner: Yes No If yes, please supply a copy of your rates notice.

Address: _____

Rent per week: _____ Length Resided: Years Months

Previous Agent Details - Our Agency will need to confirm your tenancy with your Agent/Lessor, please provide full and accurate details

Agent/Landlord: _____ Phone Number: _____

Email Address: _____

Reason for leaving: _____

EMPLOYMENT

Current Employer: _____ Occupation: _____

Duration of Employment: Years Months Type: Full Time Part Time Casual Contract

Weekly Income: \$ _____ Gross Net Phone Number: _____

Yearly Income: \$ _____ Gross Net

Confirmation of Employment - Our Agency will need to confirm your employment, please provide accurate details and notify your employer

Manager/Payroll Name: _____ Phone Number: _____

IF SELF EMPLOYED

Company Name: _____ Trading As: _____

Address: _____ ABN: _____

Weekly Income: \$ _____ Gross Net Duration: Years Months

Yearly Income: \$ _____ Gross Net

Confirmation of Employment - Our Agency will need to confirm your employment, please provide accurate details and notify your accountant

Accountant Name: _____ Phone Number: _____

Email Address: _____

CENTRELINK BENEFITS

Name of Benefit/s: _____ (eg. Newstart) Total Fortnightly Income: \$ _____

Confirmation of Income - Our Agency will need to confirm your income, please provide a current Centrelink Income Statement as proof

PRIVACY DISCLOSURE STATEMENT:

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE:

The personal information you provide in this Application or our Agency collects from other sources is necessary for **Templeton Property** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting Templeton Property. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one week only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy will not be processed and our agency will not collect or store any personal information.

PRIVACY CONSENT:

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Templeton Property Pty Ltd and I authorise Templeton Property Pty Ltd to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Templeton Property Pty Ltd subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au

I authorise Templeton Property Pty Ltd to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

UTILITY CONNECTIONS:

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Direct Connect is authorized to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION:

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

MARKETING CONSENT:

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Templeton Property Pty Ltd to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other - _____

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name _____

Applicant Signature _____

Date _____