

TENANCY APPLICATION FORM



AGENT DETAILS

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PREFERRED TENANT APPLICATION

Are you applying for pre-approval? ☐ Yes. If so, the property details and utility connection sections may not apply to you.

What is your weekly rental range? \$ _____ to \$ _____

Preferred start date: _____

Preferred suburb/s _____

Personal details

Mr/Ms/Miss/Mrs/Other _____

Given name/s

Surname

Date of Birth _____

Driver's licence number _____ Expiry date _____ State of Issue _____

Passport no. _____ Passport country _____

Pension no. _____ Pension type _____

Home phone no. _____ Mobile phone no. _____

Work phone no. _____ Fax no. _____

Email address _____

Property details

What is the address of the property you are applying for? _____

Have you inspected the property? ☐ Yes ☐ No Preferred tenancy commencement date? _____

Tenancy term? Years Months Rental amount? \$ _____ per week

How many people will occupy the property? Adults _____ Children _____ Ages of Children _____

Names of other applicants (Please note, all applicants over 18 years will need to complete a separate Tenancy Application Form)

MyConnect is a FREE service connecting utilities and other services. If the Agent approves this application, MyConnect will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. MyConnect will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

myconnect
a really smart move
1300 854 478

- ☐ ELECTRICITY ☐ GAS ☒ WATER ☐ CAR INSURANCE ☐ LIFE INSURANCE
☐ TELEPHONE ☐ PAY TV ☐ INTERNET ☐ HEALTH INSURANCE ☐ HOME & CONTENTS

DECLARATION OF ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this form) to MyConnect Pty Ltd (ABN 36 252 576 050) for the purpose of allowing MyConnect and its service providers to contact me for the connection of services as offered by MyConnect.

I/We acknowledge that if I/We do not provide my/our personal information, MyConnect will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that MyConnect may receive a benefit in relation to the connection of any of the services listed above. I/We consent to MyConnect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits MyConnect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. MyConnect will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. MyConnect is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither MyConnect nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand MyConnect is a value add product and that I/We are under no obligation to use MyConnect.

Signature: _____

Date: _____

Applicant history

What is your current address?

How long have you lived at your current address? Years Months

Why are you leaving this address?

Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid

What was your previous residential address?

How long did you live at this address? Years Months

Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid

Was bond refunded in full? If not why not?

Please answer the following questions: Yes No

Have you ever been evicted by any landlord or agent? ☐ ☐

Have you ever been refused another property? ☐ ☐

Are you in debt to another landlord or agent? ☐ ☐

OFFICE USE ONLY

Agency confirmation ☐ Yes ☐ No Notes:

National Tenancy Database checked ☐ Yes ☐ No Notes:

Employment history

What is your current occupation?

What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed) Phone no.

Employer's address

Contact name Position

Length of employment Years Months Gross income per annum \$

Please provide any other source/s of income (per annum):

Please provide your previous employment details

Employer's name (inc. accountant if self employed) Phone no.

Contact name Position

Length of employment Years Months

OFFICE USE ONLY

Agency confirmation ☐ Yes ☐ No Notes:

.....

Study information (if applicable)

Course Name

Name of Institution

Contacts / References

Please provide a next of kin/contact in case of emergency (not residing with you)

.....
Given name/s Surname

Relationship to you Phone no.

Address

Please provide two personal references (not related to you)

1.

.....
Given name/s Surname

Relationship to you Phone no.

2.

.....
Given name/s Surname

Relationship to you Phone no.

OFFICE USE ONLY

Agency confirmation ☐ Yes ☐ No

Notes:

General information

Car Registration	Do you have contents insurance? <input type="radio"/> Yes <input type="radio"/> No
Do you have any pets: <input type="radio"/> Yes <input type="radio"/> No	
.....	
Breed / type	Council registration / number
.....	
Breed / type	Council registration / number

Other information regarding this application

Have you applied for another property? Yes (please give details)

How did you find out about this property? (please choose one)

☐ Newsletter ☐ Leader website ☐ Realestate.com.au ☐ Friend or family member

☐ Domain.com.au ☐ Realestateview.com.au ☐ Work Colleague

Do you own any other investment properties ☐ Yes ☐ No

Other important information that may support your application:

.....

.....

.....

Please Note

All applicants will be required to provide 100 points of identification as detailed below. Photocopy of photo ID is required.

*** International applicants must also provide a copy of their visa together with their passport**

Drivers Licence	50 points	Rates Notice	50 points
Passport	50 points	Copy of recent utility account	30 points each
Proof of Age Card	50 points	Copy of recent telephone account	30 points
Student ID	50 points	Concession or Pension Card	10 points

1. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the owner and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
2. Initial rent payments must be made by cash or bank cheque within 24 hours after approval of application. No personal cheques accepted.
3. Security deposits are to be paid separately by bank cheque made out to the RTBA upon collection of keys. No personal cheques accepted.
4. Keys will not be handed over until the tenancy agreement has been signed by all applicants.
5. The TENANT agrees to accept the property in an "as is" condition and understands and accepts that the landlord is not obliged to make any improvements to the property.

Tenancy collection statement

The information on this form is being collected by Leader Real Estate ("we"/"us"). It is a condition of application for a tenancy for any property managed by us, or in conjunction with other agents, that you consent to us collecting and using your personal information. We require this information so we can consider your application to become a preferred tenant and/or rent a property. If you provide us with the personal information of other parties (such as a joint tenant, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a tenant check with National Tenancy Database ("ntd"). Your information will be listed on the ntd and may be made available to other users or the ntd in the future. You may contact the ntd directly to verify the accuracy of the information on ntd and request any amendments. ntd can be contacted on 1300 563 826.

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services marketed by us, and for marketing, planning, product development, research and other commercial purposes. Leader Properties Pty Ltd will have access to this database and your information. Your personal information may be disclosed by Leader Properties Pty Ltd or us to third parties who provide services to us.

From time to time we may also share personal information with partner businesses offering complementary products or services that we believe may be of interest to you. If you do not wish to receive marketing material or information about such complementary products or services please tick the box below.

☐ I do not wish to receive offers from Leader Real Estate Agency.

Your personal information will otherwise be collected, held and disclosed in accordance with hockingstuart's privacy policy, which is available at www.leader.com.au/privacy and which sets out how to access or correct your personal information and how to complain about the treatment of your personal information as held by Leader Real Estate Agency.

Declaration

If the 'property details' section is completed, I hereby offer to rent the property from the owner under a tenancy agreement to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a security deposit and that this application is subject to the approval of the owner.

I declare that I have inspected the premises and should my application be accepted by the owner I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997*. I am aware that the agent will disclose my personal information to MyConnect for the purposes of transferring the water account into my name. This will enable MyConnect to connect all accepted tenants to relevant water boards for water usage.

I declare that all information contained in this is true and correct and given of my own free will and I am not bankrupt.

Signature

Date

OFFICE USE ONLY

Application approved by landlord on

Notes:

.....