



# tenancy application form

**PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO PROVIDE US WITH ALL PHOTOCOPIED DOCUMENTS AS WE DO NOT CARRY OUT THIS SERVICE.**

ALL DEPOSITS TO BE PAID BY EFTPOS/CREDIT CARD, BANK CHQ OR MONEY ORDER CASH NOT ACCEPTED

PLEASE NOTE: A Holding Deposit equivalent to One Week's Rent is required upon approval of any application  
A separate application **MUST** be completed for all applicants over the age of 18. Your application must be fully completed, signed and dated before submitting. Failure to do so will result in your application not being processed.  
Applications will take approx 48 hours (Mon – Fri) to process.

**Address of premises applied for:** \_\_\_\_\_

## TENANCY REQUIREMENTS

Start Date: \_\_\_\_\_

Length of Tenancy: 26 or 52 weeks? \_\_\_\_\_

## YOUR DETAILS

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

## CONTACT DETAILS

Home No: \_\_\_\_\_

Work No: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## CURRENT LANDLORD

Agent/Landlord: \_\_\_\_\_

Phone: \_\_\_\_\_ Current Rent \$ \_\_\_\_\_

Length of tenancy: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you given notice? Yes No

## PREVIOUS LANDLORD (If current address less than 3 yrs)

Address of property: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Phone: \_\_\_\_\_ Rent \$ \_\_\_\_\_

Length of tenancy: \_\_\_\_\_

## OWNER/OCCUPIER

Complete if you have recently sold or are selling your home

Address of property: \_\_\_\_\_

Selling Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ S/ment Date: \_\_\_\_\_

## OCCUPANCY DETAILS

Please name all those who will live in the premises

Adults: \_\_\_\_\_

Children & Ages: \_\_\_\_\_

Pets: Yes No Type: \_\_\_\_\_

Smoker: Yes No

## EMPLOYMENT DETAILS

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_

Length of Employment: Years \_\_\_\_\_ Mths \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Income \$ \_\_\_\_\_ Week Fortnight Month

Permanent Casual Full Time Part Time

If self employed, accountant name & phone no.  
\_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS EMPLOYER (If current employment less than 3yrs)

Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Length of Employment: Years \_\_\_\_\_ Mths \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Phone: \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## REFERENCE (Not a relative)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_



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**IMPORTANT - Please complete the following questions:**

1. Have you ever been evicted by any lessor or agent?    Yes        No  
If yes, please give details \_\_\_\_\_
2. Have you ever applied for a property and been declined?    Yes        No  
If yes, please give details \_\_\_\_\_
3. Are you currently in debt to another agent or landlord?    Yes        No  
If yes, please give details \_\_\_\_\_
4. Is there any reason known to you that would affect your rental payment?    Yes        No  
If yes, please give details \_\_\_\_\_
5. Were any deductions made from your rental bond at your last address?    Yes        No  
If yes, please give details \_\_\_\_\_

<b>IMPORTANT: 100 points of identification is required for each applicant</b>		<b>PAYMENT DETAILS</b>	
Every applicant for a rental property must provide a total of 100 points of identification before an application is processed.		Property Rental \$..... Per Week	
Drivers Licence; or Passport; or Proof of Age Card <b>(You must provide <u>one</u> of the above listed items)</b>	30 Points	The following amounts are required when you sign the residential tenancy agreement and therefore before keys are released to you	
Recent Pay Slip(s)	20 Points	2 Weeks Rent	\$
Letter of Employment	20 Points	Rental Bond (4 Weeks Rent)	\$
Proof of Income Statement	20 Points	Tenant Lease Prep Fee	\$
Bank Statement	20 Points		
<b>At least one of the above items must be provided</b>		<b>SUB TOTAL</b>	<b>\$</b>
Previous/Current Lease Agreement	20 Points	*Less Holding Deposit	\$
Copy of Current Rent Ledger	20 Points		
Previous Rental Receipts	20 Points	Amount to pay on signing agreement	\$
Vehicle Registration Papers	20 Points		
Telephone Account	20 Points		
Electricity Account	20 Points		
Gas Account	20 Points		
Council Rates	20 Points		
Water Rates	20 Points		
Birth Certificate	10 Points		
Pension Card	10 Points		
Health Care Card	10 Points		
Medicare Card	10 Points		



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## OFFICE USE ONLY

Landlord: .....

Rental \$ ..... Bond \$ ..... Parking: .....

Lease Start: ..... Lease End: .....

Strata Agent: ..... Fax No: .....

Special Conditions: .....

Property Type: House    Towhouse    Villa    Unit    Flat

Bedrooms: 1   2   3   4   5

TICA check  Results ..... Rental Refs  Results .....

Employer check  Results .....

Landlord Approved   Y    N  ..... Date: .....

Lease Signing Date: ..... Time: .....

## CONDITIONS

1. Bevans Real Estate is a member of Default Tenancy Control Pty Ltd (TICA) All applications for tenancy submitted to this office are processed through this tenancy reference agency. Any information provided by you on this application may be passed onto this agency in the event of a default occurring.
2. By completing this application you are authorising Bevans Real Estate to conduct an enquiry with the above-named agency and to make any other search or enquiry deemed necessary to validate any of the information provided by you in this application. The result of any search will then be used to assess this application.
3. I realise that if a search is performed on the TICA database and my identification and / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my and / or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name from the database.
4. To complete this application you are requested to answer all questions to the best of your ability. Any false information could jeopardise the success of your application.
5. The completion of this application does not constitute an offer of acceptance of your application
6. **No application will be considered unless the prospective tenant has inspected the proposed property with a staff member of Bevans Real Estate.**
7. **Upon approval of your application, a one week's holding deposit is required. The property will then be removed from our rental list. Should you withdraw your application thereafter, an amount equivalent to rent for the period of time the property has been off the market will be incurred by yourself, the applicant, and any balance will be refunded.**
8. Bevans Real Estate reserves the right to accept more than one application on any one property.
9. Upon approval of your application, a copy of this completed application form may be provided to the landlord for his/her records.
10. **Our office reserves the right to allow for any changes or additions to the above information. Should you fail to provide the above details your application may not be processed)**

## PRIVACY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for employees of Bevans Real Estate to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to employees of Bevans Real Estate and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information the Agent holds, they can do so by contacting Bevans Real Estate that holds this information, either in person or by telephoning. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information requested in this application is not provided, the employees of Bevans Real Estate may not be able to process the application and manage the tenancy.

## DECLARATION

I, the above-named applicant, do solemnly declare that the information provided in this application is true and accurate in every regard. I also understand that should I be accepted as the tenant for the property, I will be required to pay the equivalent 6 weeks rent (representing 4 weeks rent as residential bond and 2 weeks in advance) plus an amount of \$15.00 as a tenancy agreement preparation fee and that these amounts will be paid before or at the time the Residential Tenancy Agreement is executed by way of EFTPOS, BANK CHEQUE or MONEY ORDER ONLY.

Signed by the Applicant

Date

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