

TENANCY APPLICATION FORM

Application Process	<ol style="list-style-type: none"> 1. If more than one (1) adult is to reside at the property, each adult must complete a separate application form. 2. Your application will be processed on the understanding that it is subject to a visual inspection and accepted its current conditions prior to lease sign up. 3. <u>Please ensure all details are provided at time of application, we will not be able to follow up for required information. Application will not be processed if all documentation is not provided.</u> 4. We will contact you if your application is successful. When properties become available approved applications will be given to owners for final allocation to a property. 5. Prior to moving into a property a total of 2 weeks rent in advance (which will included your one week's deposit) plus 4 weeks bond MUST be paid by EFT or Direct deposit at Bank. 6. Keys will be issued to the approved tenant on the day the lease agreement begins. 																																
Identity Checklist	<p>100 POINT IDENTIFICATION CHECK – Ensure the following proof of identification documents have been photocopied and are attached to this application. Please note that ** items are compulsory.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Type</th> <th style="width: 10%;">Points</th> <th style="width: 10%;">Tick</th> </tr> </thead> <tbody> <tr> <td>**Primary ID – Passport or Birth Certificate</td> <td style="text-align: center;">40</td> <td></td> </tr> <tr> <td>**Proof of Income - 4 recent pay slips and/or Income Statement from Centrelink</td> <td style="text-align: center;">30</td> <td></td> </tr> <tr> <td>Driver's License or Proof of Age Card</td> <td style="text-align: center;">30</td> <td></td> </tr> <tr> <td>Copy of current rental ledger</td> <td style="text-align: center;">20</td> <td></td> </tr> <tr> <td>Bank Statement</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Medicare card</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Credit card</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Phone, Electricity or Gas accounts with current address</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Copy of current tenancy agreement</td> <td style="text-align: center;">10</td> <td></td> </tr> </tbody> </table>			Type	Points	Tick	**Primary ID – Passport or Birth Certificate	40		**Proof of Income - 4 recent pay slips and/or Income Statement from Centrelink	30		Driver's License or Proof of Age Card	30		Copy of current rental ledger	20		Bank Statement	10		Medicare card	10		Credit card	10		Phone, Electricity or Gas accounts with current address	10		Copy of current tenancy agreement	10	
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Previous Rental History	Previous Address:	
	Length of time at the above address:	Rent Paid:
	Reason for Leaving:	
	Name of Landlord/Agent:	Phone:
Referees	All Referees should not be related to you	
	Personal Referee Name:	Relationship:
	Email Address:	Phone:
	Professional Referee Name:	Relationship:
	Email Address:	Phone:
Current Employment	Employer:	
	Employers Address:	
	Contact Name (payroll/manager):	Phone:
	Occupation:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/>
	Length of Employment:	Gross Income:
Previous Employment	Employer:	
	Employers Address:	
	Contact Name (payroll/manager):	Phone:
	Occupation:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/>
	Length of Employment:	Gross Income:
Centrelink Payments	Type of Payment/s:	CRN:
	Gross Weekly Income:	Income Consent Form: <input type="checkbox"/>
Other Income	Other Income Source:	Gross Weekly Income:
Details of Study	Place of Study:	Course Name:
	Course Length:	Enrolment/Student No:
	Campus Contact:	Phone:
	Course Coordinator:	Phone:
Pets	If yes how many?	Type/Breed:

