

TENANCY APPLICATION FORM

Application Process

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. **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.**
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

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.

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	

Property Details

Address of Property:

Lease commencement date:

Lease Term:

Rent per week:

 No of Occupants
:
:

Adults 1:

Child 1:

dob:

Adults 2:

Child 2:

dob:

Adults 3:

Child 3:

dob:

Personal Details

Given Name (s):

Surname:

Current Address:

Phone:

Work Phone:

Mobile:

Email:

Fax:

Date of Birth:

 Male

 Female

Driver's License No:

Expiry Date:

Passport No:

Expiry Date:

Have you been known by any other name? Yes/No

Other Name/s:

Car Registration No:

Are you a smoker? Yes / No

Current Tenancy Details

Length of time at current address:

Rent Paid:

Reason for leaving:

Name of Landlord/Agent:

Phone:

Landlord/Agent Email Address:

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:
Enquiry Source	How did you find us?	<input type="checkbox"/> Wishlist <input type="checkbox"/> Google Search <input type="checkbox"/> Road Signage <input type="checkbox"/> Magazine Ad <input type="checkbox"/> Facebook <input type="checkbox"/> Realestate.com.au <input type="checkbox"/> Friend <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Ramsay Health

Privacy Disclosure Statement	<p>We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more Information about these databases on their web sites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below.</p>																			
Collection Notice	<p>The personal information the prospective lessee/tenant provides in this application or collected from other sources is necessary for Oceanside Management Pty Ltd 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 Lessor's referees, other agents, third party operators of tenancy references data bases and other organizations. Information already held on tenancy reference data-bases may also be disclosed to Oceanside Management Pty Ltd and/or Lessor. 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 personal information collected about the application during the course of the tenancy may also be disclosed to the lessor, other agents and third party operators of tenancy references databases and other organizations. You have the right to access personal information that we hold about you by contacting this office. You can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, Oceanside Management Pty Ltd may not be able to process the application and manage the tenancy. If this application is unsuccessful, your personal information will be securely disposed of in a timely manner.</p>																			
Privacy Consent	<p>I, the Applicant acknowledge that I have read the Privacy Disclosure Statement and Collection Notice of Oceanside Management Pty Ltd and I authorize Oceanside Management Pty Ltd to collect information about me from:</p> <ol style="list-style-type: none"> 1. My previous letting agents and/or landlords. 2. My personal referees; 3. Any Tenancy Default Database which may contain personal information about me. I also authorize Oceanside Management Pty Ltd to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA). <p>I authorize Oceanside Management Pty Ltd to disclose personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.</p>																			
Declaration	<p>I the applicant declare the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. I have never been evicted by an agent/lessor</td> <td style="width: 15%;">True <input type="checkbox"/></td> <td style="width: 15%;">False <input type="checkbox"/></td> </tr> <tr> <td>2. I have never been refused another property by any lessor /agent</td> <td>True <input type="checkbox"/></td> <td>False <input type="checkbox"/></td> </tr> <tr> <td>3. I have no outstanding debt to another agent/lessor</td> <td>True <input type="checkbox"/></td> <td>False <input type="checkbox"/></td> </tr> <tr> <td>4. I have no know reason that would affect my ability to pay rent</td> <td>True <input type="checkbox"/></td> <td>False <input type="checkbox"/></td> </tr> <tr> <td>5. I was refunded the rental bond for my last address in full</td> <td>True <input type="checkbox"/></td> <td>False <input type="checkbox"/></td> </tr> </table> <p>I the applicant, acknowledge that this application is subject to the approval of the owner. I accept that if the application is denied, the staff at Oceanside Management Pty Ltd are not legally obliged to give a reason. I acknowledge that smoking is not permitted inside the property at any time. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I declare that I have inspected the property and am satisfied with the current condition and cleanliness. I the applicant hereby offer to rent the property from the owner under a lease to be prepared by the Oceanside Management Pty Ltd. I acknowledge I will be required to pay rent in advance and rental bond as per the amount specified below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>2 weeks rent in advance</td> </tr> <tr> <td>Rental Bond (equal to 4 weeks rent)</td> </tr> <tr> <td>Total:</td> </tr> </table> <p>I declare all the information contained in this application (including the reverse side) is true and correct and given of my own free will.</p>		1. I have never been evicted by an agent/lessor	True <input type="checkbox"/>	False <input type="checkbox"/>	2. I have never been refused another property by any lessor /agent	True <input type="checkbox"/>	False <input type="checkbox"/>	3. I have no outstanding debt to another agent/lessor	True <input type="checkbox"/>	False <input type="checkbox"/>	4. I have no know reason that would affect my ability to pay rent	True <input type="checkbox"/>	False <input type="checkbox"/>	5. I was refunded the rental bond for my last address in full	True <input type="checkbox"/>	False <input type="checkbox"/>	2 weeks rent in advance	Rental Bond (equal to 4 weeks rent)	Total:
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<p>.....</p> <p>Applicant's Name</p>	<p>.....</p> <p>Applicant's Signature</p>	<p>..... /..... /</p> <p>Dated</p>																		