

RESIDENTIAL TENANCY APPLICATION FORM

Please be advised, this application will only be processed once **ALL** details have been completed and **ALL** supporting documentation attached. Each applicant must submit an individual form. **Please print clearly.**

PROPERTY DETAILS	
Property Address:	
Lease commencement date:	
Lease Term:	
No. of occupants:	Adults: Children:
Rent per week:	Rent PCM:
Bond Amount:	Bond Number:

PERSONAL DETAILS:	
Title	Given Name:
Surname:	
Current address:	
Home Phone Number:	Mobile:
Email:	
Date of Birth: / /	
Drivers Licence Number:	State issued:
Passport Number:	Country of origin:

NEXT OF KIN:	
Title:	Given Name:
Surname:	
Relationship to applicant:	
Address:	
Mobile Number:	

CURRENT TENANCY DETAILS:	
Reason for leaving:	Duration:
Rent per week:	Rent per calendar month:
Name of Landlord/Agent:	
Contact Phone Number:	

CURRENT EMPLOYMENT:	
Occupation:	
Full time/Part time/ Casual/Self Employed:	
Employers Name:	
Contact Number:	
Length of employment:	years months
Net weekly income:	

OTHER SOURCES OF INCOME:	
Please provide us with the relevant information if you are receiving benefits from other sources. EG: Centrelink, Parental support.	
Source of Income:	
Amount receiving per fortnight:	per calendar month:

STUDENT INFORMATION:
Name of Institution:
Course Title:
Course Length:

REFEREES:
Personal Referee:
Relationship to applicant:
Contact Phone Number:
Professional Referee:
Relationship to applicant:
Contact Phone Number:

Please answer the following:

- Have you applied for another property? Yes No

TERMS & CONDITIONS:

- 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 agent should any circumstances arise whereby the property is not available for occupation on the due date.
- One month's rental is payable at the commencement of the lease by money order or bank cheque made payable to L R Reed (City) Pty Ltd. Personal cheques are **not** accepted for initial payment.
- The bond is to be paid separately by money order or bank cheque made payable to the RTBA upon collection of keys. Personal cheques/cash are **not** accepted by the RTBA.
- Keys will **not** be handed over until the bond and one month's rental is paid in full and the lease agreement has been signed by all applicants.
- Signing of the Residential Tenancies Agreement is legally binding to **ALL** parties.

PRIVACY STATEMENT:

The information on this form is being collected by L R Reed (City) Pty Ltd. It is a condition of the application for a tenancy for any property managed by L R Reed (City) Pty Ltd that you consent to the collection and use of personal information from other agents. We require this information so we can consider your application to rent a property.

We may provide this information and any or all information provided to us by any party to third parties including landlord's, agent's 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 professional referees you nominate and exchange personal information according to the normal commercial practice. It is our practice to conduct tenant checks with the National Tenancy Database and report your history as a tenant to the NTD.

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 L R Reed (City) Pty Ltd for marketing, planning, product development, research and commercial purposes. It is your responsibility to ensure information you provide to us is correct at all times. To access or make corrections to your personal information, please contact the Property Manager at L R Reed (City) in the first instance.

DECLARATION:

I hereby confirm that I have read and accept the terms and conditions as stated in this application and offer to rent the property from the owner under a lease to be prepared by the agency with accordance with the Residential Tenancies Act 1997. I acknowledge that this application is subject to the approval of the landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant's Name:
Applicant's Signature:
Date:

OFFICE USE ONLY:

100 point identification check. The following information has been photocopied and is attached to this application.

Drivers Licence	50 points
Passport/ Visa	50 points
Current Bank Statement (Not more than 1 month old)	50 points
Birth Certificate	50 points
Letter of Employment	40 points
Current Wage Slip	40 points
Copy of Gas/Telephone/Electricity/Water Bill	40 points
Medicare/Student ID card	30 points

LANDLORD:

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Date of Signup:
Time of Signup:
Property Manager:
Rend Card Number:
Rent PCM/Bond Amount:
Letting fee/Break lease:
Common Due Date: