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## APPLICATION FOR TENANCY

**PROPERTY ADDRESS.** \_\_\_\_\_

**Number of Occupants.** Adults \_\_\_\_\_ Children \_\_\_\_\_

You are required to meet a 100 point identification criteria upon submission of your application and the agent/lessor may photocopy any item and retain as part of your application.

- 30 points: Drivers licence, Passport, Proof of Age Card (at least one of these is compulsory)
- 20 points: Tenant ledger, previous tenancy agreement, last 4 rent receipts, rental bond advice
- 15 points: Pay slip, motor vehicle registration, bank statement, phone, gas or electricity bill
- 10 points: Medicare or bank card, birth certificate

You are also required to supply proof of your income upon submission of your application.

- Employed. Last 2 payslips
- Self employed. Bank statements, group certificate or accountants letter
- Not employed. Centrelink statement

I/We, the Applicant(s) declare that the information supplied is true and correct and that I/we have supplied it of my/our own free will. I/We understand that Hang Loosa Property Noosa will only use and disclose personal information provided by me/us as part of the tenancy application to verify that information, and to process and evaluate the tenancy application.

As part of the verification and evaluation process I/we understand you may without limitation:

- Disclose to, and obtain from, those people named in the application, information about me/us in order to check the accuracy of information provided in the tenancy application and in order to determine whether I/we are an appropriate tenant for the property and;
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about me/us in order to gain information about me/us.

I/we acknowledge and accept that if this application is denied, Hang Loosa Property Noosa is not legally obliged to provide reasons as to why. If the application is successful, personal information collected about me/us in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by Hang Loosa Property Noosa and disclosed to third parties (including to the landlord, other agents, potential buyers of the tenanted property, and trades people maintaining and repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If I/we enter into a tenancy agreement, but fail to comply with its obligations under that agreement, that fact and other relevant personal information collected about me/us may be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

I/we understand I/we can gain access to any personal information which Hang Loosa Property Noosa holds about me/us. Hang Loosa Property Noosa may refuse access to such information in the limited circumstances provided for in the Privacy Act. Hang Loosa Property Noosa may charge me/us a reasonable fee to provide the requested access. I/we understand Hang Loosa Property Noosa will take all reasonable steps to correct any personal information held by their office about me/us which I/we show to be inaccurate, incomplete or out-of-date.

If the information described in the tenancy application is not provided, Hang Loosa Property Noosa may refuse to accept and process this application.

**I/we wish to undertake a tenancy for a period of \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$ \_\_\_\_\_ per week. I/we understand that I/we are to pay a rental bond of \$ \_\_\_\_\_ by way of cash or money order before I/we take possession of the premises and sign a tenancy agreement.**

**Name of Applicant 1.** \_\_\_\_\_

**Signature.** \_\_\_\_\_

**Name of Applicant 2.** \_\_\_\_\_

**Signature.** \_\_\_\_\_

**Date.** \_\_\_\_\_



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**Applicant 1**

Full name \_\_\_\_\_

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

If Yes what other name have you been known by? \_\_\_\_\_

Date of Birth. \_\_\_\_\_ Drivers Licence or Passport Number. \_\_\_\_\_ Are you a smoker? Y/N

How many vehicles do you have? \_\_\_\_\_ Registration number of vehicle/s \_\_\_\_\_

Current address \_\_\_\_\_

Phones. Mob. \_\_\_\_\_ Wk.or Hm. \_\_\_\_\_ Email. \_\_\_\_\_

Current Agent/Lessor. \_\_\_\_\_ Ph. \_\_\_\_\_

Rent per week. \_\_\_\_\_ Time at premises. \_\_\_\_\_

Previous Agent/Lessor. \_\_\_\_\_ Ph. \_\_\_\_\_

Previous Address. \_\_\_\_\_

Rent per week. \_\_\_\_\_ Time at premises. \_\_\_\_\_

Are you employed? Yes/No Fulltime / Casual / Part Time / Contract / Centrelink / Student / Other

Occupation. \_\_\_\_\_ Net weekly income. \_\_\_\_\_

Name of Employer. \_\_\_\_\_ Ph. \_\_\_\_\_

Address of Employer. \_\_\_\_\_ Length of Employment. \_\_\_\_\_

If self-employed. (evidence will be required such as tax returns)

Business name. \_\_\_\_\_ ABN. \_\_\_\_\_

Business address. \_\_\_\_\_ How long self employed? \_\_\_\_\_

Accountants name & ph no. \_\_\_\_\_

Person to contact in emergency. \_\_\_\_\_ Ph. \_\_\_\_\_

Address. \_\_\_\_\_

Personal References (do not list relatives or partners)

Name. \_\_\_\_\_ Ph. \_\_\_\_\_

Address. \_\_\_\_\_ Relationship to you. \_\_\_\_\_

Name. \_\_\_\_\_ Ph. \_\_\_\_\_

Address. \_\_\_\_\_ Relationship to you. \_\_\_\_\_

Have you ever been evicted by an agent/lessor? Yes/No

Is there any reason known to you that would affect your ability to pay rent? Yes/No

Have you ever been declared bankrupt or entered into any arrangement for payment of monies to creditors? Yes/No

Are you paying off any previous rental debt? Yes/No

Was your rental bond at your last address refunded in full? Yes/No

If no, please advise what deductions were made from your bond?

Number of Pets Owned. \_\_\_\_\_ Type of Pet. \_\_\_\_\_ Registered. Y/N



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**Applicant 2**

Full name \_\_\_\_\_

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

If Yes what other name have you been known by? \_\_\_\_\_

Date of Birth. \_\_\_\_\_ Drivers Licence or Passport Number. \_\_\_\_\_ Are you a smoker? Y/N

How many vehicles do you have? \_\_\_\_\_ Registration number of vehicle/s \_\_\_\_\_

Current address \_\_\_\_\_

Phones. Mob. \_\_\_\_\_ Wk.or Hm. \_\_\_\_\_ Email. \_\_\_\_\_

Current Agent/Lessor. \_\_\_\_\_ Ph. \_\_\_\_\_

Rent per week. \_\_\_\_\_ Time at premises. \_\_\_\_\_

Previous Agent/Lessor. \_\_\_\_\_ Ph. \_\_\_\_\_

Previous Address. \_\_\_\_\_

Rent per week. \_\_\_\_\_ Time at premises. \_\_\_\_\_

Are you employed? Yes/No Fulltime / Casual / Part Time / Contract / Centrelink / Student / Other

Occupation. \_\_\_\_\_ Net weekly income. \_\_\_\_\_

Name of Employer. \_\_\_\_\_ Ph. \_\_\_\_\_

Address of Employer. \_\_\_\_\_ Length of Employment. \_\_\_\_\_

If self-employed. (evidence will be required such as tax returns)

Business name. \_\_\_\_\_ ABN. \_\_\_\_\_

Business address. \_\_\_\_\_ How long self employed? \_\_\_\_\_

Accountants name & ph no. \_\_\_\_\_

Person to contact in emergency. \_\_\_\_\_ Ph. \_\_\_\_\_

Address. \_\_\_\_\_

Personal References (do not list relatives or partners)

Name. \_\_\_\_\_ Ph. \_\_\_\_\_

Address. \_\_\_\_\_ Relationship to you. \_\_\_\_\_

Name. \_\_\_\_\_ Ph. \_\_\_\_\_

Address. \_\_\_\_\_ Relationship to you. \_\_\_\_\_

Have you ever been evicted by an agent/lessor? Yes/No

Is there any reason known to you that would affect your ability to pay rent? Yes/No

Have you ever been declared bankrupt or entered into any arrangement for payment of monies to creditors? Yes/No

Are you paying off any previous rental debt? Yes/No

Was your rental bond at your last address refunded in full? Yes/No

If no, please advise what deductions were made from your bond?

\_\_\_\_\_