

Tenancy Application Form

Address of property that you are applying for:

Length of lease required: Rent per week: Lease start date:
*NB. Please write a specific date or 2 weeks from approval, not ASAP!

Have you/a family member viewed the property? YES / NO If so, when?: If not, are you prepared to sign a waiver? YES / NO

I confirm I have viewed the property and found that the property was in a satisfactory condition and suitable for occupancy YES / NO
 OR

I confirm I have viewed the property and found that the property requires some items to be attended to prior to occupancy. I acknowledge that the below is subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information within this application being verified and a reference check on TICA being undertaken.

Please read prior to completing your application:



1. The application must be accompanied by relevant supporting documentation
2. Only bank cheque or money order made payable to: Homes4rent will be taken as initial payment
3. If you are approved, you will be required to pay bond (equivalent of 4 weeks rent) and the first 2 weeks rent
4. You will be required to attend a sign up appointment within 24 hours of approval to sign lease documentation

Please note:

This form must be submitted in FULL, along with the required supporting documentation (to the value of 100 points) from the list BELOW

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card	
<input type="checkbox"/> Other Photo ID from Government eg. Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenant Ledger	25
Documents on which your name and current address appear:	
<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account	25
<input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	<input style="width: 80px;" type="text"/>
DOCUMENTS ACCEPTED FOR PROOF OF INCOME:	
<input type="checkbox"/> 2 most recent pay slips <input type="checkbox"/> Employment Contract / Letter of offer	
<input type="checkbox"/> Letter from accountant (if self employed) <input type="checkbox"/> Bank Statements	

Applicant 1 Information

Name:

Date of birth:	Email:	Phone:
Names/ages of any children:	No of pets: (breed/age)	Do you smoke?: Yes / No Do you own an investment property? Yes / No

Current address:

City: **State:** **Post code:**

Own Rent (Please circle)	Weekly rent:	How long?
Current rental agent:		
Telephone:	Email:	

Previous address:

City: **State:** **Post code:**

Owned Rented (Please circle)	Weekly rent:	How long?
Previous rental agent:		
Telephone:	Email:	

Employment / Income Information (include any savings that you may have)

Current employer:

Employer address:	How long?	
Phone:	E-mail:	Fax:
City:	State:	Post Code:
Position:	Salary	Weekly income:

Self employed: Company Name:

Your position:

If less than 6 months in current job please provide previous employment details

Company address:	Date commenced business:	
Accountant Name:	Phone:	Email:
Net income: (After tax) per wk / fn / mth	Business type:	ABN/ACN:
Centrelink Benefits: Type:	\$	per wk / per fn

Savings: Type: Cash / Banked / Property settlement
(this is all additional back up information – particularly helps if you have just started a new job)

\$


Emergency Contact (your application may be delayed if not completed)

Name of a person not residing with you:	Relationship:
Address:	
Email address:	Phone:

Personal Referees (not living in the property with you)

Referee Name 1: Relation to you:	Occupation:	Phone:
Referee Name 2: Relation to you:	Occupation:	Phone:

I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.

Signature of applicant 1:	Date:	
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PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents' tenancy databases) to verify the application Information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are no limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at www.h4r.com.au

Applicant 1 Name: _____ Signature: _____ Date: _____ 

Applicant 2 Name: _____ Signature: _____ Date: _____ 

DECLARATION

Please declare the following by selecting either TRUE or FALSE

	Applicant 1	Applicant 2
I / WE have never been evicted by an Agent / Lessor	TRUE / FALSE	TRUE / FALSE
I / WE have no known reasons that would affect my ability to pay rent	TRUE / FALSE	TRUE / FALSE
I / WE were refunded the rental bond for my last address in full	TRUE / FALSE	TRUE / FALSE
If false, please advise what deductions were made from your bond		

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I / WE have no outstanding debt to another Agent / Lessor	TRUE / FALSE	TRUE / FALSE
If false, why are you in debt to your past Agent / Lessor?		

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RENT PAYMENT OPTIONS

- »»» via BPAY from a cheque or savings account
- »»» Direct Debit
- »»» By phone or internet with all major credit cards (credit card surcharge fees apply)

Applicant 2 Information

Name:		Relationship to Applicant 1: husband / wife / partner / friend	
Date of birth:	Email:	Phone:	
Names/ages of any children:	No of pets: (breed/age)	Do you smoke?: Yes / No	
		Do you own an investment property? Yes / No	
Current address:			
City:		State:	Post code:
Own Rent (Please circle)	Weekly rent:	How long?	
Current rental agent:			
Telephone:		Email:	
Previous address:			
City:		State:	Post code:
Owned Rented (Please circle)	Weekly rent:	How long?	
Previous rental agent:			
Telephone:		Email:	
Employment / Income Information (include any savings that you may have)			
Current employer:			
Employer address:		How long?	
Phone:	E-mail:	Fax:	
City:	State:	Post Code:	
Position:	Salary	Weekly income:	
Self employed: Company Name:		Your position:	
If less than 6 months in current job please provide previous employment details			
Company address:		Date commenced business:	
Accountant Name:	Phone:	Email:	
Net income: (After tax) per wk / fn / mth	Business type:	ABN/ACN:	
Centrelink Benefits: Type:		\$ per wk / per fn	
Savings: Type: Cash / Banked / Property settlement (this is all additional back up information – particularly helps if you have just started a new job)		\$	
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Name of a person not residing with you:		Relationship:	
Address:			
City:	State:	Post Code:	Phone:
Personal Referees (not living in the property with you)			
Referee Name 1: Relation to you:		Occupation:	Phone:
Referee Name 2: Relation to you:		Occupation:	Phone:
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.			
Signature of applicant 2:			Date:

