

Application for Residential Tenancy

Please be advised that this application will only be processed once ALL details have been completed and copies of all supporting documents attached. Each applicant must submit an individual form.

We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome.

PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTS IN PERSON OR TO HEATHER@BEYONDPM.COM.AU

PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets to be kept at property:
Are pets registered with a Council? Y / N Which Council?	
Are you, any other occupants or any dependants living with you a smoker? Y / N	
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Have you ever been known by any other name? Y / N If yes, what other name/s have you been known by?	
Current Address:	
Home Phone:	Work Phone:
Mobile:	Email:
Date of Birth:	Drivers Licence No: State:
Number of vehicles:	Model and Registration number/s:
Passport No:	Passport Country:

NEXT OF KIN (contact in case of emergency or extenuating circumstances)

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

Has any Lessor or Agent ever evicted you? Yes No Details if yes:

Have you ever been registered on TICA or left a property owing a debt to a Lessor or Agent? Yes No Details if yes:

Is there any reason known to you that would affect your capacity to pay rent? Yes No Details if yes:

PREVIOUS RENTAL HISTORY

Previous Address:	
Length of time at above address: From	to
Rent Paid:	
Name of Landlord / Agent:	Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please specify reasons why:	

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number (incl landline):
Length of Employment:	

SELF EMPLOYMENT DETAILS (Please attach proof of income)

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:

INCOME (Please provide proof of income by way of payslip, group certificate or Employment Contract/letter)

Net weekly employment income:
Net weekly income from other sources (INCLUDE CENTRELINK INCOME HERE)::
Source(s) of other income/ description of payments

OTHER DEBTS/LOANS CURRENTLY OWING (list weekly payments please)

Car Loan: \$	Personal Loan: \$	Credit Card: \$	Other: \$
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STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus/Course Contact:	Contact Number:

REFEREES (Cannot be relatives, partner or other people applying with you)

First Referee:	Relationship:
Phone:	Postal address:
Second Referee:	Relationship:
Phone:	Mobile:

Terms and Conditions

I agree to provide 100 points of identification – requirements are as follows (and VISA or current Residency status in Australia);

Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager.

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement plus pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

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 not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. 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.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy.

I declare that all information is true and correct and given of my own free will. I acknowledge that all payments required including bond, rent in advance, and ongoing rent payments are within my means.

By signing this form, I have read and understood clearly all of the information outlined above.

Please Note: PAGE FOUR also has to be signed by the Applicant.

Name of Applicant	
Signature	Date

Rental Tenancy Reference

OUR AGENCY : Beyond Property Management Pty Ltd Email Address: heather@beyondpm.com.au

Thank you for completing this tenancy reference form and returning to our Agency within 24 hours. Thank you for answering all questions below.

Name of Rental Agency	
Fax Number	Email Address
Name of Applicant	
Property Address	
Please state the tenancy term of the Applicant	
Rental property amount paid per week \$	

Please confirm that the Applicant named above was a named tenant on the lease?	Yes	No
If no, please confirm that they were an approved occupant?	Yes	No
Were inspections carried out?	Yes	No
Were inspections satisfactory?	Yes	No
Were Notice to Remedy Breaches issued during the tenancy?	Yes	No
IF yes, Were they for rent?	No	No
If Yes and not issued for rent, what were Notice to Remedy Breach/es issued for?		
Please advise of Breaches		
Was there a pet kept at the premises?	Yes	No
If Yes, were there any concerns or problems in relation to the pet kept?	Yes	No
IF yes, please provide details		
If a final inspection has been carried out, was the property returned satisfactorily?	Yes	No
If no, please provide details		
Was the bond refunded in full?	Yes	No
IF no, please provide details		
Please provide any other comments or information that is important when assessing the application, thank you		

I provide consent for the Agency as part of application processing to contact all necessary people (including previous or current Agents) to verify the application and understand that all Privacy Act requirements will be adhered to by the Agency. This document will be sent to your current and/or previous Agency

Signature of Applicant

Date