

Rental Application Form

Property Addresses

Your Requirements

Date Required _____

Term of Lease Required - Years/Months _____

Type of Dwelling House Unit Apartment

Number of Bedrooms _____

Garage Must Have Not Important

Maximum Rent Per Week \$ _____

Number of Adults 1 2 3 4 5

Number of Children 1 2 3 4 5

Age of Children _____

Animals No Yes

Type of Animals / Breed _____

Preferred Location _____

Applicant 1

Title _____ Family Surname _____

Given Name(s) _____

Drivers Licence No. _____ State _____

Expiry Date _____ Date of Birth _____

Car Make & Model _____

Car Registration & State _____

Current Address _____

_____ Term _____

Home Phone _____ Work Phone _____

Mobile Phone _____

Email Address _____

Previous Address _____

_____ Term _____

Applicant 2

Title _____ Family Surname _____

Given Name(s) _____

Drivers Licence No. _____ State _____

Expiry Date _____ Date of Birth _____

Car Make & Model _____

Car Registration & State _____

Current Address _____

_____ Term _____

Home Phone _____ Work Phone _____

Mobile Phone _____

Email Address _____

Previous Address _____

_____ Term _____

Employment Details Applicant 1

Employers / Company Name _____

Employers Address _____

Contact _____ Landline _____

Weekly Net Income \$ _____

Occupation _____

Length of Employment - Years|Months _____

Previous Employer's / Company Name _____

Employers Address _____

Contact _____ Phone _____

Length of Employment - Years|Months _____

Pension Type _____ Pension No. _____

Pension Amount \$ _____ * please provide copy centrelink statement

Employment Details Applicant 2

Employers / Company Name _____

Employers Address _____

Contact _____ Landline _____

Weekly Net Income \$ _____

Occupation _____

Length of Employment - Years|Months _____

Previous Employer's / Company Name _____

Employers Address _____

Contact _____ Phone _____

Length of Employment - Years|Months _____

Pension Type _____ Pension No. _____

Pension Amount \$ _____ * please provide copy centrelink statement

If You Are Self Employed Applicant

Name of Business _____
 ABN _____
 Industry _____
 Business Address _____

 Personal Net Weekly Income\$ _____
 Name of Accountant _____ Ph: _____
 Period in which business has been operational _____

Applicant 2

Name of Business _____
 ABN _____
 Industry _____
 Business Address _____

 Personal Net Weekly Income\$ _____
 Name of Accountant _____ Ph: _____
 Period in which business has been operational _____

Your Rental History - Current Landlord/Agent

Name of Agent/Landlord _____
 Contact Number _____
 Rent paid per week _____ Period of time rented _____
 Was your bond refunded in full? _____
 If not, why? _____

Name of Agent/Landlord _____
 Contact Number _____
 Rent paid per week _____ Period of time rented _____
 Was your bond refunded in full? _____
 If not, why? _____

Previous Landlord/Agent

Name of Agent/Landlord _____
 Contact Number _____
 Rent paid per week _____ Period of time rented _____
 Was your bond refunded in full? _____
 If not, why? _____

Name of Agent/Landlord _____
 Contact Number _____
 Rent paid per week _____ Period of time rented _____
 Was your bond refunded in full? _____
 If not, why? _____

Referees - Next of Kin / Parent / Guardian

Name _____
 Address _____

 Work Phone _____ Mobile _____
 Relationship _____
 Period of time known _____

Name _____
 Address _____

 Work Phone _____ Mobile _____
 Relationship _____
 Period of time known _____

Referees – Business – Other than employer

Name _____
 Address _____

 Work Phone _____ Mobile _____
 Relationship _____
 Period of time known _____

Name _____
 Address _____

 Work Phone _____ Mobile _____
 Relationship _____
 Period of time known _____

DECLARATION: I/We hereby declare that the information supplied by me/us is true and correct. I/We acknowledge that the real estate agent is required to make independent enquiries to provide information to the landlord for the purpose of assessing my eligibility to rent the property. I/we hereby authorise the agent to check all details on this application with my employer, my previous employer, my previous and current landlords or real estate agents, my next of kin, my nominated referees and the National Tenancy Database.

Signature Applicant 1 _____

Signature Applicant 2 _____

Please Note: Must not be a co-applicant for the property
Referees - Personal Applicant 1

Applicant 2

Name _____

Name _____

Address _____

Address _____

Work Phone _____ Mobile _____

Work Phone _____ Mobile _____

Relationship _____

Relationship _____

Period of time known _____

Period of time known _____

NOTES

OFFICE USE ONLY

Property _____

Bond \$ _____ Rent PW/PCM \$ _____

Possession _____

Landlord _____

Rent Due Date _____

Term of Lease _____

Commencement Date _____

Car Space _____

Pets Clauses _____

Special Clauses _____

References Checked _____

Please attach appropriate forms of ID. List below

- Photo ID (licence, passport)
- Centrelink Statements
- Student ID
- Written reference
- Bank Statements
- Medicare Card
- Pay Slips

**Applications for Tenancy and Management of Property
Privacy Act (Commonwealth) 1988 Collection Notice**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the property.

The personal information collected about the Applicant in this application may be disclosed, by use of the internet or otherwise, to other parties, including the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to the Real Estate Institute of Victoria (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed at www.reiv.com.au. The agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers provided. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I/We acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

Signature Applicant 1

Signature Applicant 2

Print Name

Print Name

Date _____

Date _____

PLEASE NOTE:

We do not represent the property to be anything other than how it is presented at the time of inspection. We advise that all essential items shall be in working order unless prior arrangements are made with the landlord **BEFORE THE COMMENCEMENT** of any tenancy.

PLEASE Call _____

On 8727 9555 to provide a reference. Thank you

Appleby Real Estate