

Tenancy Application Form

Property Details

Property address:

Property lease start date: _____ Lease term: _____ Rent per week: _____
 No. tenants occupying the property: _____ Age(s) of children to occupy the property: _____

NOTE: All adults must be named on the lease. Please complete separate Tenancy Applications for each adult.

Personal Information

First name: _____ Surname: _____
 Date of birth: _____
 Current address: _____
 Home phone: _____ Work phone: _____ Mobile phone: _____ Fax: _____
 Email: _____
 Drivers Lic. No.: _____ State of issue: _____
 Passport No.: _____ Passport country: _____
Any pets: Yes No **Description:** _____

Next of Kin (Emergency Contact)

First name: _____ Surname: _____
 Date of birth: _____
 Current address: _____
 Home phone: _____ Work phone: _____ Mobile phone: _____
 Relationship: _____

Referees / Personal References

Referee 1 name: _____ Relationship: _____
 Phone: _____ Mobile: _____
 Referee 2 name: _____ Relationship: _____
 Phone: _____ Mobile: _____

Please answer the following questions

Have any of your previous tenancies been terminated? Yes No
 Are you in debt (arrears, repairs or damages) to another Landlord / Agent? Yes No
 Is there any reason that you may not be able to pay your rent payments on time? Yes No
 If yes, please provide details: _____

Current / Previous Tenancy Details

Length of last tenancy: _____ Rent paid: _____
 Reason for leaving: _____
 Name of Landlord / Agent: _____ Phone: _____
 Did you receive a complete bond refund? Yes No
 If no, give details: _____

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Current Employment

Occupation: _____ Company/Employers Name: _____
 Employment address: _____
 Contact person (payroll/manager): _____ Contact phone: _____
 Length of employment: _____ Net income: _____

If less than 2 years, please provide previous employment details:

Occupation: _____ Company/Employers Name: _____
 Employment address: _____
 Contact person (payroll/manager): _____ Contact phone: _____
 Length of employment: _____ Net income: _____

If self-employed:

Length of trading: _____ ABN / ACN No _____
 Accountant's Name: _____ Contact phone: _____

IMPORTANT: 100 points of identification is required for each applicant

Every applicant for a rental property must provide a total of 100 points of identification before an application is processed:

- Drivers Licence; passport or proof of age card (you must provide ONE) 30 Points
- Recent Pay Slips 20 Points
- Letter of Employment 20 Points
- Proof of Income Statement 20 Points
- Bank Statement 20 Points
- Previous/current lease agreement 20 Points
- Copy of current ledger 20 Points
- Previous rental receipts 20 Points
- Vehicle Registration Papers 20 Points
- Telephone Account 20 Points
- Electricity Account 20 Points
- Gas Account 20 Points
- Council Rates 20 Points
- Water Rates 20 Points
- Birth Certificate 10 Points
- Pension Card 10 Points
- Health Care Card 10 Points
- Medicare Card 10 Points

Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

Weekly rental amount \$ _____

Two (2) weeks rent in advance \$ _____

Rental Bond \$ _____

Total payable: \$ _____

(Equivalent to 4 weeks rent unless otherwise stated)

Bond + Rent

less

First week rent as holding fee \$ _____

Total to be paid at the time of signing the lease \$ _____

Note: A holding deposit will not be accepted until the application has been approved by the Landlord / Agent. Unsolicited payment of the deposit prior to approval will not ensure approval of the application. Note: A holding deposit will not be accepted until the application has been approved by the Landlord / Agent. Unsolicited payment of the deposit prior to approval will not ensure approval of the application.

Please ensure to use a money order or bank cheque only for this first payment. Made payable to Gavan Property.

Note: Approval of this application is subject to vacant possession by the previous tenant and/or occupier and this Application for Tenancy does not constitute a Lease or Contract of any form. I acknowledge that this application is subject to the approval of the Agent and Landlord and that one or more other applications may also be considered. I declare that all information contained in this application (including other attached pages) 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. I am fully aware that should I not proceed with entering into a tenancy agreement after leaving the deposit, I will forfeit the equivalent amount of the rent (calculated on a daily rent) for the period between the date of the application and the date I instruct the Agent that I will not be proceed with the tenancy.

Tenant Name

Tenant Signature

Date

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Privacy Statement

Privacy Disclosure Statement of Gavan Property Group (or Their Representatives)

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful, we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Privacy Disclosure Statement for Tenant Related Databases

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

Tenant Name

Tenant Signature

Date

Privacy Consent

I the Applicant acknowledge that I have read the Privacy Notice of Gavan Property Group (or their representatives). I authorise Gavan Property Group (or their representatives) to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize Gavan Property Group (or their representatives) to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize Gavan Property Group (or their representatives) to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Tenant Name

Tenant Signature

Date

Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.

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Authority to Provide Information

Please complete this section as authorisation for Gavan Property to contact your current/previous Agent.

To _____ (Previous Rent Agent)
_____ (Property Manager)
_____ (Fax no.)

Property _____

We/I _____ (insert name/s)
hereby authorise you to provide and/or release any information to Gavan Property in order to validate and make necessary enquiries in relation to our tenancy with your company.

**Attention Agent: Please provide a complete Tenancy Ledger to:
Fax: 9547 0700 or email: rentals@gavanproperty.com.au**

Tenant Name

Tenant Signature

Date