



## TENANCY APPLICATION INFORMATION

Applications will not be processed unless all information is supplied.

Each applicant must complete an individual application form.

The property will not be deemed let to you until the application has been approved and the first weeks rent has been paid to our office in cleared funds (I.e: holding deposit).

### Required Supporting Documents

You will be required to submit supporting documents with your application.

Your application will NOT be processed unless all documents are given.

### Checklist

- Photo identification (18+ card, drivers licence, or passport)
- Proof of current address (phone bill, electricity account, lease agreement, council rate notice)
- Proof of regular housing payments (eg: rent receipts, tenant ledger, proof of mortgage payments)
- Proof of Income (last 3 pay slips, bank statements, employee letter, Centrelink letter)

## GENERAL INFORMATION PRIOR TO TAKING TENANCY

### Signing of the Tenancy Agreement and Collection of Keys

All occupants must be present to sign the lease prior to collecting the keys.

The keys will not be released until the commencement date shown in your lease document. You must show the Property Manager Photo identification and all monies must be paid in cleared funds (or cash).

## Payment of Rent and Bond

Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond. **This office does not accept bond transfers.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds by bank cheque, cash or money order upon signing of lease. The holding deposit will be applied in part payment of either the bond or rent. All future rental payments can be paid by BPAY, direct debit, cheque, money order or internet banking.

### Connection of Utilities (eg: phone, electricity, gas)

It is the tenant's responsibility to connect all utilities and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

### Condition Reports

When you move into the property, pay particular attention to the content of the entry condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you may be liable for discrepancies when you vacate. Ensure you read the guidelines on the coversheet of the entry condition report thoroughly. You must return the condition report to our office within three (3) business days of moving into the property. Please keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

### Contact Details

We require your current telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your telephone number(s) change we must be notified.

### Tenancy Default Agency

Our office is a member of the Tenancy Information Centre of Australia (TICA), which is a tenant default agency. Should you default or breach a term of your Tenancy Agreement, the details may be listed with TICA. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.



Today's Date.....

Term of Lease Required ..... Years / Months (please circle)

Property being applied for – Unit ..... The Quarters/Courtyards (please circle)

Rent per week \$ .....

APPLICANT DETAILS										
Full Name					Date of Birth					
Mobile			Work			Email				
Drivers License No				Or Passport No#			State of Issue		Exp	
Vehicle to be kept on premise (Make/Colour)						Vehicle Registration				

## PRESENT ADDRESS

Address

Please tick	<input type="checkbox"/> Rent	<input type="checkbox"/> Own	<input type="checkbox"/> Parents	<input type="checkbox"/> Share	Rent Per Week	\$				
Agents/Owners Name										
Agents Address										
Time at above Address		Years		Months	Reason for Leaving					

## PERSONAL REFERENCES (excluding relatives)

Name				Relationship				Phone		
Name				Relationship				Phone		
Emergency Contact (not living with you)					Relationship				Phone	

Any Pets?  No

Please list names of all members of household (including children) & relationship to yourself										
How did you find out about the rental property?	<input type="checkbox"/> Realestate.com.au			<input type="checkbox"/> Signage			East Village Website		Other	
Have you ever been evicted or are you in debt to another Landlord or Agent	Yes		No		If Yes, give details					

<b>INCOME DETAILS (All income is net or take home pay per week)</b>			
<b>Current Job</b>			
Occupation		Period of Employment	
Employer		Net Weekly Wage \$	
Address		Phone	
Status	Full Time      Part Time      Casual	Hours Per Week.....	
<b>Previous Employer (if current employment is less than 6months)</b>			
Occupation		Period of Employment	
Employer		Net Weekly Wage \$	
Address		Phone	
Status	Full Time      Part Time      Casual	Hours Per Week.....	
<b>Self Employed</b>			
(Name of Business)		Amount per week	
Address		Phone	
How long established?		ABN	
Accountant's Name		Accountants Ph	
<b>Other Income</b>			
Student Benefit (Youth Allowance/AUStudy)		Amount per week	
Pensioner Type		Amount per week	
Unemployment Benefit		Amount per week	
Rental Assistance		Amount per week	
Other Income (Investments or Savings)			

FOR OFFICE USE ONLY	Details – Date & Time, Name, Phone or Email
Personal Reference Check      Yes/No	
Tenancy Database Check      Yes/No	
Previous Agent/Lessor Check      Yes/No	
Employment Check      Yes/No	
Lessor Notified      Yes/No	
Applicant Notified      Yes/No	
Agents Signature      Yes/No	



## TERMS AND CONDITIONS – AUTHORITY AND PRIVACY DISCLAIMER

Applicant Name:

The applicant acknowledges that this application is subject to the approval of the property owner / lessor. It is agreed that acceptance of this application is also subject to a satisfactory report as to the applicants credit worthiness.

I (the applicant) do solemnly and sincerely declare that the information provided within this application is true and correct. I have inspected the premises and wish to take a tenancy of such premises for a period of ..... months ..... years from ...../...../..... at a rental rate of \$..... per week

I (the applicant) acknowledge that if my application is approved:

- I agree to pay the first weeks rent in the amount of \$..... to secure the property upon being notified that my application has been approved.
- East Village Property Management requires 2 weeks rent and 4 weeks bond at the commencement of the tenancy (holding deposit will be applied in part payment of bond).
- I acknowledge that in accordance with Section 87 of the Residential Act 1994. My holding deposit will be non-refundable if I do not enter into an agreement for the tenancy or I do not notify East Village Property Management in writing that I do not wish to enter into an agreement for the tenancy within 48 hours ("the option period") of payment of the holding deposit.

Applicant Signature:

Date:

### Authority and Privacy Disclaimer

East Village Property Management collects information about you in this form to assess your application for tenancy.

If you do not complete this form in full or sign each space indicated, your application for tenancy may not be considered by the lessor and/or may be rejected.

The applicant authorises East Village Property Management to collect information about them from:

- Previous landlords / letting agents
- Personal references
- Employer / accountant
- Any tenancy default databases (eg: TICA) which may contain personal information about them.

The applicant authorises East Village Property Management to disclose personal information to the lessor of the property and understand this can include information about their credit capacity.

Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement their failure to comply may be disclosed to third party operators of tenant default registry agents and/or other agents. Personal information may also be disclosed to third parties such as contractors relevant to the tenancy relationship.

If you have any concerns regarding your privacy refer to the Property Manager.

I (the applicant) have read and understood the Authority and Privacy Disclaimer.

Applicant Signature:

Date: