

**Tenant Application Form**      **Property Address:** \_\_\_\_\_

PLEASE PRINT CLEARLY

**Applicant 1**

Head Tenant- Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: Hm \_\_\_\_\_ Wk \_\_\_\_\_ Mobile \_\_\_\_\_

ID Type \_\_\_\_\_ ID Number \_\_\_\_\_

Address	Suburb	Year & How long	Reason for Leaving
Current Address			
Previous Address			

Occupation - Position & Department	How long ?	Employer	Address & Phone Details

**Reference Details:** One must be either **previous / current landlords**, or an employer.

Reference Name	Relationship	Phone number/ contact details

**Applicant 2.**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: Hm \_\_\_\_\_ Wk \_\_\_\_\_ Mobile \_\_\_\_\_

ID Type \_\_\_\_\_ ID Number \_\_\_\_\_

Address	Suburb	How long	Reason for Leaving
Present Address			
Previous Address			

Occupation - Position & Department	How long ?	Employer	Address & Phone Details
Present			

**Reference Details:** One must be either a **previous / current landlord** or an employer.

Reference Name	Relationship	Phone number/ contact details

Number of intended occupants: Adults \_\_\_\_\_ Children \_\_\_\_\_

**Please note that EVERY intending adult is required to complete a form.**

Pets \_\_\_\_\_ (If you have a dog/s, please state breed) \_\_\_\_\_

Are you or any of the above smokers?  Yes  No

When are you looking to move into a property? \_\_\_\_\_

There will be a fixed lease term (usually we ask for a 1 year lease) – Are you happy to sign for a fixed term? \_\_\_\_\_

**Emergency Contact:** (Full name, phone number and address of relative not living with you)

\_\_\_\_\_  
\_\_\_\_\_

**Please read carefully and sign at the bottom of the page:**

I/we, the applicant(s) do solemnly and sincerely declare that the above information is true and correct and that I/we have supplied the above information of my/our own free will and authorise you, as the agent to conduct any enquires or searches so as to verify the above information. I/we, the said applicant(s) do solemnly declare that I/we am over 18 years of age and are eligible to enter into this agreement.

I/we have been informed, understand and agree that:

1. The rental for the above property is to be \$ \_\_\_\_\_ per week and that this rental is within my /our means to support. The rental for the property is to be paid in advance at all times.
2. The bond for the property will be 4 weeks rent and I further agree and undertake to pay the bond and initial rent payment on or before the start of the tenancy agreement.
3. We accept the quality of the property and we are aware that it will be rented to us in the current condition and that no additional changes will be made. We are happy that it will be provided to us in a “Reasonably Clean and Tidy“ condition.
4. The acceptance of this application is subject to a satisfactory credit report being obtained and verification of information supplied on the tenancy application submitted by me/us.
5. I/we agree to pay all reasonable costs incurred by HandsOn Residential Property Management in the collection of any amounts outstanding under any tenancy agreement; this includes any solicitor / client costs incurred with recoverable collection costs or fees charged by a collection agent.
6. Should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
7. Privacy Statement - This application form collects personal information about you. The information in this Tenancy Application;
  - a. Is required to assess your eligibility as a tenant;
  - b. Collects information, which will be provided to a tenant default database and/or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement. (A tenant default database records the names of the persons who have been found in breach of their tenancy agreement and/or the Residential Tenancies Act 1986 by the Tenancy Tribunal);
  - c. Will be retained within our office;
  - d. Will also be made available to credit bureau and/or tenant default databases and will be accessible to other people that may inquire of this credit bureau and/or tenant default database.
  - e. You have a right to see the information held about you by any credit bureau or tenant default database and to correct that information in accordance with the Privacy Act.
8. I consent to you providing the information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database.
9. I acknowledge that the information may then be made publicly available through credit bureau or tenant default databases.
10. I agree that you may use any of the information on this application form to enforce any judgment in respect of the tenancy agreement or in respect of any order against me by the Tenancy Tribunal.
11. I agree that an assessment regarding my fulfillment of basic tenant responsibilities may be added to an internet based tenant reference website. This assessment will be about how I/we kept rent payments up to date, kept the dwelling and grounds tidy, were considerate towards neighbours, left the dwelling and grounds tidy, were declined a tenancy – for any reason.

**If you do not supply all the information in this form, you may not be considered for a tenancy with us.**

Applicant 1 Signature \_\_\_\_\_

Applicant 2 Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_