



TENANCY APPLICATION FORM

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PROPERTY DETAILS

Property Address:	Rent per week:	
Date Inspected:	Is this your first preference: Y / N	
Lease Start Date:	Tenancy Period: 6 months / 12 months (please circle)	
No. Of Occupants:	No. Of Children:	Details of Any Pets:

TENANT DETAILS:

Tenants Full Name:	
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	
Date Of Birth:	
Drivers License #:	Expiry:
Passport No.:	Country (Passport):
Current Rent:	Length Of Tenancy:
Agent / Landlord:	Name & Contact Number:
Bond Refunded in Full: Y / N	If No, Why?
Reason For Leaving:	

PREVIOUS ADDRESS

Previous Address:	
Rent:	Length Of Tenancy:
Agent / Landlord:	Name & Contact Number:
Bond Refunded In Full: Y / N	If No, Why?
Reason For Leaving:	

EMPLOYMENT

Current Employer:	Position:
Contact Name:	Contact Number:
Employment Address:	
Net Weekly Income:	Length Of Employment:

PREVIOUS EMPLOYMENT

Previous Employer:	Position:
Contact Name:	Contact Number:
Net Weekly Income:	Length Of Employment:

EMERGENCY CONTACT

Full Name:	Ph:	Wrk:	Mob:
Address:			
Relationship:			

REFERENCES (NOT RELATIVES)

Name:	Contact Number:
Relationship:	
Name:	Contact Number
Relationship:	

YOUR APPLICATION WILL NOT BE PROCESSED IF YOU FAIL TO SUPPLY 100 POINTS OF IDENTIFICATION

CHECKLIST

DRIVERS LICENCE	40	PREVIOUS 2 RENT RECEIPTS	20
PASSPORT	70	VEHICLE REGISTRATION	10
BIRTH CERTIFICATE	70	BANK STATEMENT	10
OTHER PHOTO ID	30	TELEPHONE ACCOUNT	10
CURRENT WAGE ADVICE	30	ELECTRICITY ACCOUNT	10
PREVIOUS TENANCY REFERENCE	20	GAS ACCOUNT	10

RESERVATION FEE

1. Should the owner accept this application, the reservation fee will be credited towards the rent. However, should the application be refused then the deposit is fully refundable.
2. Should you change your mind or withdraw your application upon approval, a daily rate will be charged and deducted from your holding deposit.
3. Should the applicant advise that they will not be going ahead then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.
4. During the reservation period, no fee will be taken from any other applicant nor will the premises be reserved to another's favour.

APPLICANT TO READ AND SIGN TO ACKNOWLEDGE READING THIS: _____

APPLICANTS SIGNATURE

THE APPLICANT STATES THAT:

1. The information given in this application is true and correct and this is a fundamental pre-condition of the owner entering into the Residential Tenancy Agreement
2. He/She is not bankrupt or insolvent
3. Premises have been inspected and any rental bond and initial payment of rent will be made up of a **BANK CHEQUE** or **MONEY ORDER**

APPLICANTS SIGNATURE

DATE OF APPLICATION

PRIVACY DISCLOSURE

I authorise Hayek Real Estate to collect information about me from: My Previous letting agents and/or landlords; my personal referees; Any Tenancy Default Database which may contain personal information about me. I also authorize Hayek Real Estate 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 Trade Reference Australia (TRA). I authorize Hayek Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and / or the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord / for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search performed on the TRA database and my identification and / or the company whose name appears on the lease with the label "Refer to Agent" besides my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and / or company details giving me right of reply. I accept that if I and / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Database) Regulation 2004. I and / or company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accordance with the new regulations. The same applies to me if I am a Commercial Tenant or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within the process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

I recognise that my photo ID may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases. B) Real Estate Agents, Landlords, Video Stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "we" in this form).

"I have read and understand the above information"

Print Name of Tenant: _____

Tenant Signature: _____ Date: _____

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

OFFICE USE ONLY

2 WEEKS RENT IN ADVANCE \$ _____	4/6 WEEKS BOND \$ _____
LEASE FEE \$ _____	TOTAL \$ _____
LESS HOLDING DEPOSIT \$ _____	BALANCE DUE ON SIGNING LEASE \$ _____