

Name of Applicant(s): \_\_\_\_\_

Date Applied: \_\_\_\_\_

## Tenancy Application

**Thank you for your interest in a property managed by Webbs Real Estate.**

Please note that the completion of this application is not an acceptance. Failure to fully complete this application may result in a delay with processing or dismissal of the application.

We would like you to note that we take finding a suitable applicant for the right property very seriously. We check affordability, rental references, personal and employment references (please see Privacy Statement on page 5) as well as any other information accessible at our discretion.

We are only able to assess your application based on the information provided by you. Your application will be processed based on this information and subsequent phone calls/enquiries and, if satisfactory, then be presented to the landlord for acceptance/non-acceptance. The office will then contact you to inform you of the decision.

**Due to privacy reasons no feedback will be given for unsuccessful applications.**

### PLEASE PROVIDE THE FOLLOWING TO SUPPORT YOUR APPLICATION:

#### Proof of Income

**Please provide one (1) of the following:**

- Copies of your last three (3) pay slips
- Copy of current Centrelink Income Statement
- If self-employed, please provide a reference from your accountant

#### Photo Identification

**Please provide one (1) of the following::**

- Current Drivers Licence
- Current Passport & Visa (if applicable)
- Student ID Card
- Proof of Age Card

#### Additional Identification

**Please provide two (2) of the following:**

- Birth Certificate
- Medicare Card
- Bank Account Statement
- Motor Vehicle Registration
- Electricity/Water/Phone Account



**Webbs Real Estate Gloucester is a member of TICA Default Tenancy Database, all tenancy applications are checked through this database service.**

OFFICE USE ONLY: SUCCESSFUL / UNSUCCESSFUL

COMMENTS:

## **APPLICANT 1**

EACH ADULT INTENDING TO RESIDE AT THE PROPERTY MUST COMPLETE

SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE (Home): \_\_\_\_\_ MOBILE: \_\_\_\_\_ PHONE(Home): \_\_\_\_\_

DRIVERS LICENCE NO.: \_\_\_\_\_ VEHICLE REGISTRATION NO.: \_\_\_\_\_

RELATIONSHIP TO APPLICANT 2 (if applicable): \_\_\_\_\_

Employed  Homemaker  Student  Retired  Unemployed  Other

OCCUPANTS: Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages of Children \_\_\_\_\_

PETS: YES NO If Yes, number and type, inside/outside \_\_\_\_\_ SMOKER(S): YES NO

## **Current Employment**

OCCUPATION OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE COMMENCED: \_\_\_\_\_ DATE CONCLUDED: \_\_\_\_\_

BUSINESS/EMPLOYER NAME: \_\_\_\_\_ Full-time/Part-time/Casual

## **Previous Employer Details**

OCCUPATION OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE COMMENCED: \_\_\_\_\_ DATE CONCLUDED: \_\_\_\_\_

BUSINESS/EMPLOYER NAME: \_\_\_\_\_ Full-time/Part-time/Casual

## **Current Tenancy**

NAME OF PRESENT LANDLORD/AGENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

COMMENCEMENT OF TENANCY: \_\_\_\_\_ CURRENT RENT PAID: \_\_\_\_\_

## **Previous Tenancy History**

NAME OF LANDLORD/AGENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

DURATION OF TENANCY: \_\_\_\_\_ RENT PAID: \_\_\_\_\_

NAME OF LANDLORD/AGENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

DURATION OF TENANCY: \_\_\_\_\_ RENT PAID: \_\_\_\_\_

## **APPLICANT 2**

EACH ADULT INTENDING TO RESIDE AT THE PROPERTY MUST COMPLETE

SURNAME: \_\_\_\_\_ GIVEN NAMES: -- \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE (Home): \_\_\_\_\_ MOBILE: \_\_\_\_\_ PHONE(Home): \_\_\_\_\_

DRIVERS LICENCE NO.: \_\_\_\_\_ VEHICLE REGISTRATION NO.: \_\_\_\_\_

RELATIONSHIP TO APPLICANT 1 (if applicable): \_\_\_\_\_

Employed  Homemaker  Student  Retired  Unemployed  Other

OCCUPANTS: Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages of Children \_\_\_\_\_

PETS: YES NO If Yes, number and type, inside/outside \_\_\_\_\_ SMOKER(S): YES NO

## **Current Employment**

OCCUPATION OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE COMMENCED: \_\_\_\_\_ DATE CONCLUDED: \_\_\_\_\_

BUSINESS/EMPLOYER NAME: \_\_\_\_\_ Full-time/Part-time/Casual

## **Previous Employer Details**

OCCUPATION OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE COMMENCED: \_\_\_\_\_ DATE CONCLUDED: \_\_\_\_\_

BUSINESS/EMPLOYER NAME: \_\_\_\_\_ Full-time/Part-time/Casual

## **Current Tenancy**

NAME OF PRESENT LANDLORD/AGENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

COMMENCEMENT OF TENANCY: \_\_\_\_\_ CURRENT RENT PAID: \_\_\_\_\_

## **Previous Tenancy History**

NAME OF LANDLORD/AGENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

DURATION OF TENANCY: \_\_\_\_\_ RENT PAID: \_\_\_\_\_

NAME OF LANDLORD/AGENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

DURATION OF TENANCY: \_\_\_\_\_ RENT PAID: \_\_\_\_\_

**Please list the rental properties that you wish to apply for in order of preference?**

1. Address \_\_\_\_\_

2. Address \_\_\_\_\_

3. Address \_\_\_\_\_

**Date from which you would be available to commence a tenancy?** \_\_\_\_\_

**Your preferred length of lease?** \_\_\_\_\_

### Emergency Contact (not residing at same address)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE(Work): \_\_\_\_\_ PHONE(Home) : \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

### Personal References

#### Referee 1

NAME: \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

PHONE(Work): \_\_\_\_\_ PHONE(Home) \_\_\_\_\_

#### Referee 2

NAME: \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

PHONE(Work): \_\_\_\_\_ PHONE(Home): \_\_\_\_\_

**Where did you find out about this property?**

**Webbs Real Estate Website**                       **Local newspaper**                       **Referral**

**Other website (please specify)** \_\_\_\_\_

## PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any database. Failure to provide all or any of the personal information renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference databases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

## AUTHORITY AND DELCARATION OF APPLICANT:

In applying for rental accommodation, the applicant declares the following:

- All information contained in this application is true and correct;
- I acknowledge and consent to the Agent contacting my current/previous employer, current/previous landlord/agent and the referees named as to my suitability as a tenant;
- I acknowledge and consent to the Agent reporting details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references;
- I declare that I am not a bankrupt or an undischarged bankrupt and have not entered into any scheme of arrangement for payment of monies to any creditors.
- I declare that I am not paying off any previous rental debt.
- The Agent is authorised to access and check any information that may be listed on TICA Default Tenancy Database and any other tenancy databases.
- It is understood that by law, if a tenancy application is unsuccessful, the Agent is not required to provide any reasons for the decision.
- All initial monies for a tenancy will be paid by cash (EFT), money order or bank cheque.

I have inspected the premises and wish to be considered for a tenancy for such premises for a period of \_\_\_\_\_ wks, at a rental of \$ \_\_\_\_\_ per week and that the rental to be paid is within my means.

### APPLICANT 1

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### APPLICANT 2

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_