

## Tenancy Application

Single Application

Thank you for your interest in the property situated at:

Note: This application covers 1 applicant only. Application details are required for each adult person intending to reside at the premises.

- 1 The attached Tenancy Application Form must be completed in full. Your application should include contact names, telephone numbers and rental references. Please remember to bring your current drivers licence / passport / birth certificate for confirmation of your identity and / or details.
- 2 We endeavour to process Tenancy Applications within **2 business days of lodgement**. This may not always be possible however when attempting to contact all relevant referees etc. Our Property Management Department should be contacted 48 hours after lodging your application to advise whether your application has been successful, unless otherwise advised.
- 3 In the event that your Tenancy Application is unsuccessful for this property you can request to have this application submitted for a different property or retained on file for future use. Where a completed Tenancy Application is held on file it will be retained for a period of one (1) month only. At the expiry of one (1) month it will be destroyed.

### Privacy Statement

The personal information provided in this application or that, which is collected from other sources, is necessary for Quirk Real Estate to verify the applicant's identity and to process and evaluate the tenancy application. The personal information collected may be disclosed for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to Quirk Real Estate and/or the landlord. Quirk Real Estate may also disclose information to other parties on the internet. The privacy policy of NTD can be viewed at [www.ntd.net.au](http://www.ntd.net.au).

Quirk Real Estate may utilise the following residential tenancy database company to check the tenancy history of applicants. If you wish to contact this organisation the details are listed below:

NTD                      1300 563 826                      [www.ntd.com.au](http://www.ntd.com.au)

I confirm that I have been notified of the tenancy database contact details and the reasons for use.

Quirk Real Estate will only disclose information to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the Applicant would like to access personal information held by Quirk Real Estate, they can do so by written request to Quirk Real Estate at 66 Queen Street, Warragul 3820. Any personal information held will be made available within 48 hours of the request. The applicant can correct this information if it is inaccurate, incomplete or out of date. All unsuccessful tenancy applications will be held by Quirk Real Estate for a period of 1 month. At the expiry of 1 month they are destroyed.

If information is not provided and/or the applicant does not consent to the uses to which Quirk Real Estate puts their personal information, Quirk Real Estate cannot properly assess the risk to the landlord, or carry out their duties as professional property managers. Consequently, Quirk Real Estate may not be able to process the application.

Applicant (1) signature:

Printed name:

Date: / /

## 1 Your name

Given names

Surname

## 2 Sex

Male

Female

## 3 Date of birth

Day Month Year 

## 4 Identification (please provide copies)

Drivers licence

Number State 

Passport

Number Exp. date 

Healthcare card

Number Exp. date 

## 5 Contact details

Office hours

Area code 

After hours

Area code 

Mobile

Email address

## 6 Alternate contact

**Note:** When circumstances arise that we are not able to contact you for matters relating to the property, please provide alternate contact details.

Name

Address

Street Town Postcode 

Phone

Area code 

Relationship

## 7 Number of occupants

Adults

Children

**Note:** Please complete an application form for each adult intending to occupy the premises. If more than 2 adults are applying for tenancy, additional forms can be obtained from our office.

## 8 Vehicle details

Car type

Registration no.

Owned

Financed

Company car

## 9 Do you intend to keep pets at the premises?

Yes (provide details below)

No

Are your pets kept indoors?

Yes

No

Dogs

Breed

Cats

Breed

Other

Type/breed

## 10 Current address

Owned

Rented

Street Town Postcode 

How long have you lived there?

Rent

\$ 

Frequency

Bond

\$ 

Reason for leaving address

**Note:** If you have recently sold your property please advise of the selling agent, otherwise enter property management details.

Estate agent

Phone

Area code 

Landlord (if private rental)

Phone

Area code 

## 11 Previous address

Owned

Rented

Street Town Postcode 

How long have you lived there?

Rent

\$ 

Frequency

Bond

\$ 

Refunded?

Yes

No

Reason for leaving address

**Note:** If you have recently sold your property please advise of the selling agent, otherwise enter property management details.

Estate agent

Phone

Area code 

Landlord (if private rental)

Phone

Area code

## 12 Current employment details

Occupation

Employer

Address   
Street

Town  Postcode

Contact

Phone   
Area code

How long have you worked there?

Net weekly income

Employment status

Full time     Part time     Casual

Self employed (provide details)

Company / business name

ACN

Accountant details (if self employed)

Accountant phone   
Area code

## 13 Previous employment details

Occupation

Employer

Address   
Street

Town  Postcode

Contact

Phone   
Area code

How long have you worked there?

Company / business name (if self employed)

ACN

Accountant details (if self employed)

Accountant phone   
Area code

## 14 Do you receive Centrelink income benefits?

Yes (provide copy of current income statement)

No

Pension \$

Rent assistance \$

Parenting payments \$

Other \$

Other payment details

Details

## 15 Are you currently studying?

Yes (provide details below)

No

TAFE / University

Campus co-ordinator

Phone   
Area code

Do you receive any benefits?

Aus study \$

Youth allowance \$

Other \$

Other benefit details

Details

## 16 References

*Note: If applicable, please provide references that will support your credibility as a tenant (for example: previous landlord / managing agent, selling agent). References are to exclude immediate family and friends.*

1 Name

Phone   
Area code

Relationship to applicant

2 Name

Phone   
Area code

Relationship to applicant

**17 Has your tenancy ever been terminated by a landlord or agent?**

Yes (provide details below)

No

Details  
\_\_\_\_\_  
\_\_\_\_\_

**21 Have any deductions ever been made to a rental bond? (inc. Government paid bond)**

Yes (provide details below)

No

Details  
\_\_\_\_\_  
\_\_\_\_\_

**18 Have you ever been refused a property by any landlord or agent?**

Yes (provide details below)

No

Details  
\_\_\_\_\_  
\_\_\_\_\_

**22 Is there any reason known to you that would affect your future rental payments?**

Yes (provide details below)

No

Details  
\_\_\_\_\_  
\_\_\_\_\_

**19 Are you bankrupt or making payment of monies to any creditors?**

Yes (provide details below)

No

Details  
\_\_\_\_\_  
\_\_\_\_\_

**23 How did you hear about this property?**

Newspaper

Internet

Office list

Sign

Estate agent

Other (provide details)

Details  
\_\_\_\_\_  
\_\_\_\_\_

**20 Are you in debt to another landlord or agent?**

Yes (provide details below)

No

Details  
\_\_\_\_\_  
\_\_\_\_\_

# Office Use Only

Applicant 1

**Employment details confirmed**

Tick

Details

**NTD internet check**

Tick

**Reference 1 contacted**

Tick

Details

**Reference 2 contacted**

Tick

Details

**Current landlord / agent contacted**

Tick

Details

**Application discussed with landlord**

Date

Details

**Application approved by landlord**

Tick

Yes

Tick

No

**Applicant advised of outcome**

Date

Tick

Phone

Tick

In person

Details

**Inclusions**

Tick

Lawn

Tick

Gardens

Tick

Both

Other

**Pets**

Tick

Approved

Tick

Not approved

**Application processed by**

Staff member

Time

Date

## Tenancy Declaration Statement

Single Application

**Property address:**

I the said applicant declare that all information contained in this application is true and correct, and that the information is provided of my own freewill. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

I wish to apply to rent the above property for a period of \_\_\_\_ months commencing on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

I inspected the above property on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

I acknowledge that the rent is \$ \_\_\_\_\_ per month.

I acknowledge that the bond contribution is \$ \_\_\_\_\_.

I agree to allow Quirk Real Estate to photocopy information supplied by me for their records.

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**If your application is successful:**

I acknowledge that should my application be successful, that I will be required to pay one months rent in advance, a rental bond and formalize the agreement by signing and returning the Residential Tenancy Lease Agreements by the due date set out in the covering letter provided by Quirk Real Estate. Accordingly I understand if these conditions are not met by the due date, it will be assumed I no longer require the property and it will be immediately re-advertised for lease.

**Bond:**

You will be required to complete a Bond Lodgement form as part of the Tenancy Agreement. This form must be completed by all parties nominated on the lease indicating name and amount paid. As Landlords/Agents are required to forward Bond monies to the RTBA, the Bond payment in form of a **bank cheque or money order** payable to the **Residential Tenancies Bond Authority (RTBA)**. You will be forwarded an official receipt by RTBA after approximately 7 days.

It is the responsibility of the tenant to have all services (telephone, gas, electricity and water) connected to coincide with your date of occupation. It is also the tenant's responsibility to insure their possessions. The Landlord's insurance policy does not cover your possessions.

***I agree and understand that in the event of this application being unsuccessful there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application. Should the application be approved by the Landlord, no action will be taken against the Landlord/Agent should the premises be unavailable for occupation on the date for whatever reason.***

Applicant (1) signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date:    /    /