

Tenancy Application Form

Rental Property:

Property address

Tenancy Requirements:

Length of tenancy

(months)

Rent

\$

per week

commencement date

Occupancy details:

No. of occupants who live in this property

No. and ages of children (if any)

No. of pets

Do you require Defence Clause? YES / NO

IF YOUR APPLICATION IS APPROVED.

THE TENANCY AGREEMENT MUST BE SIGNED WITHIN 24 HOURS. THE SECURITY DEPOSIT MUST ALSO BE PAID AT THIS TIME. IF YOU CANNOT MEET THIS REQUIREMENT, THE PROPERTY WILL CONTINUE TO BE ADVERTISED AND WE WILL CONTINUE TO ACCEPT APPLICATIONS. THE BELOW FUNDS ARE REQUIRED TO BE CLEARED IN OUR ACCOUNT BEFORE KEYS ARE RELEASED.

Security bond (Four week's rent)

\$

Rent in advance (Two week's rent)

\$

IMPORTANT: PAYMENT OF RENT

As you apply for tenancies with Alliance's landlords you should first accept that your rent can be paid only by one of the *two* methods shown below:

1. By BillNow (authorised electronic transfer) OR 2. By Money Order

PRIVACY ACT

Personal information collected about you in this form will be used to assess your application for a residential tenancy. We may need to collect information about you from your previous lessors or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about these databases on websites www.tica.com.au. Your consent to us collecting information is set below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors, the landlord's insurers and valuers and Body Corporate. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rent and a security bond in advance, and that this application is subject to the approval of the owner/lessor,

I acknowledge that I have read the Privacy Statement of Alliance Realty. I authorise Alliance Realty to collect information about me from:

- (a) My previous letting agents and/or lessors
- (b) My referees and employer/s
- (c) Any Tenancy Default Database (Including TICA) which may contain personal information about me. I also authorise Alliance Realty to disclose details about any my tenancy to which this application relates to any tenancy default database to which subscribes to TICA.

I authorise Alliance Realty to disclose the personal information collected about me to the owner of the property even if the owner resides outside Australia. I declare that all information within this entire application is true, correct and given of my own free will. I declare that I have inspected the above mentioned property internally and externally or accept the property as is. I declare that I am not bankrupt.

Application Checklist

Please ensure all the below documents are attached and information completed. Please note we will not be able to process your application until all the items on the checklist are completed. Thank you.

	Applicant 1	Applicant 2
Page 1 completed in full	<input type="checkbox"/>	<input type="checkbox"/>
Current rental agent contact phone, email and name	<input type="checkbox"/>	<input type="checkbox"/>
Current employer contact phone, email and name	<input type="checkbox"/>	<input type="checkbox"/>
3 References' contact phone, email and name	<input type="checkbox"/>	<input type="checkbox"/>
100 points of ID	<input type="checkbox"/>	<input type="checkbox"/>
3 pay slips	<input type="checkbox"/>	<input type="checkbox"/>
Sign below Authority to Obtain Tenant Information	<input type="checkbox"/>	<input type="checkbox"/>
Copy of working visa (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Photos and details of pets (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Self-employed? Please provide 2 of the following confirmation letter from Accountant, Current bank statement and/or most recent financial year notice of assessment	<input type="checkbox"/>	<input type="checkbox"/>
Home-owner? Please provide either a water invoice or a current council rates notice	<input type="checkbox"/>	<input type="checkbox"/>

Authority to Obtain Tenant Information

I hereby authorise any of the parties detailed in my application to provide information to Alliance Realty in relation to my application for a residential property. These include but are not limited to: Previous Rental Agents, Referees noted in Application, Employers.

I DECLARE THAT: (please tick each box)

- I have read and understood all pages of this application and have accepted all conditions herewith.
- I consent to the disclosures set out in the Authority to Release Tenant Information.
- I have read the Privacy Information Statements. All details herewith have been given by my own free will.
- All the information contained in this application is true and correct.
- I authorise Alliance Realty to make enquiries considered necessary to verify the information disclosed in this application.
- I understand that although Alliance Realty collects and processes applications, no reason has to be given to the unsuccessful tenant.

Applicant 1 Name: _____

Applicant 1 Signature: _____ Date: _____

Applicant 2 Name: _____

Applicant 2 Signature: _____ Date: _____

Applicant 3 Name: _____

Applicant 3 Signature: _____ Date: _____

Applicant 1 Details

Name	email	
address		
Home phone	Work phone	Mobile phone

Personal Details

Date of birth	Drivers license number / state of issue	Number of vehicles	
Passport number	Country of issue	Car rego	Any trailers or caravans?

Current rental details

Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving	
Agent/landlord	phone	Email address	

Previous rental details

Previous property address			
Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving	
Agent/landlord	phone	Email address	

Current employment

Current employer (company)		Contact name (manager)	
Contact's work phone	Email address	Full-time or Part-time?	
Length of employment (if less than six months complete Previous employment details)	Net income \$ _____ per annum	Your position in your workplace?	

Self-employment

Company Name		Trading As	
Address	Industry/Business	ABN	
Personal Net Income \$ _____ per week	Length of employment (if less than six months complete Previous employment details)	Fax Number	
Accountant / Phone Number / Fax Number		Creditor / Phone Number	

Previous employment

Current employer (company)		Contact name (manager)	
Contact's work phone	Email address	Full-time or Part-time?	
Length of employment (if less than six months complete Previous employment details)	Net income \$ _____ per annum	Your position in your workplace?	

Emergency contact details

Name	Relationship	Contact phone
address		
Name	Relationship	Contact phone
address		

Personal/business references (cannot be relatives and has to have known applicant for a minimum of two years)

Name	Occupation	Work phone/mobile phone
address		Email address
Name	Occupation	Work phone/mobile phone
address		Email address
Name	Occupation	Work phone/mobile phone
address		Email address

Are you an Australian Citizen / Permanent Resident?

 Yes No

If no, do you have a working visa?

 Yes No

Visa Type: _____ Visa Number: _____

Issued Date: ___/___/___

Expiry Date: ___/___/___

*****ID CHECKS*****

Each applicant must provide at least 100 points and tick the options below

POINTS	DOCUMENT	Applicant 1:
40	Drivers License	<input type="checkbox"/>
40	Defence ID/ Evidence of Age Card/ Ochre Card	<input type="checkbox"/>
20	Bank Statement/ Bank Card	<input type="checkbox"/>
25	Car Registration Papers	<input type="checkbox"/>
25	PAWA/ Telstra Account Invoice	<input type="checkbox"/>
25	Health Care Card/ Medicare	<input type="checkbox"/>
100	Passport – under 18 years	<input type="checkbox"/>
70	Passport – over 18 years	<input type="checkbox"/>
20	Rental Bond Receipt	<input type="checkbox"/>
20	Previous four rent receipts/ Tenant Ledger	<input type="checkbox"/>
25	Council Rates	<input type="checkbox"/>
70	Birth Certificate – over 18 years	<input type="checkbox"/>
REQUIRED	3x recent play slips and at least 1 photo ID	<input type="checkbox"/>

Applicant 2 Details

Name	email	
address		
Home phone	Work phone	Mobile phone

Personal Details

Date of birth	Drivers license number / state of issue	Number of vehicles	
Passport number	Country of issue	Car rego	Any trailers or caravans?

Current rental details

Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving	
Agent/landlord	phone	Email address	

Previous rental details

Previous property address			
Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving	
Agent/landlord	phone	Email address	

Current employment

Current employer (company)		Contact name (manager)	
Contact's work phone	Email address	Full-time or Part-time?	
Length of employment (if less than six months complete Previous employment details)	Net income \$ _____ per annum	Your position in your workplace?	

Self-employment

Company Name		Trading As	
Address	Industry/Nature of Business	ABN	
Personal Net Income \$ _____ per week	Length of employment (if less than six months complete Previous employment details)	Fax Number	
Accountant / Phone Number / Fax Number	Creditor / Phone Number		

Previous employment

Current employer (company)		Contact name (manager)	
Contact's work phone	Email address	Full-time or Part-time?	
Length of employment (if less than six months complete Previous employment details)	Net income \$ _____ per annum	Your position in your workplace?	

Emergency contact details

Name	Relationship	Contact phone
address		
Name	Relationship	Contact phone
address		

Personal/business references (cannot be relatives and has to have known applicant for a minimum of two years)

Name	Occupation	Work phone/mobile phone
address		Email address
Name	Occupation	Work phone/mobile phone
address		Email address
Name	Occupation	Work phone/mobile phone
address		Email address

Are you an Australian Citizen / Permanent Resident?

 Yes No

If no, do you have a working visa?

 Yes No

Visa Type: _____ Visa Number: _____

Issued Date: ___/___/___

Expiry Date: ___/___/___

*****ID CHECKS*****

Each applicant must provide at least 100 points and tick the options below

POINTS	DOCUMENT	Applicant 2:
40	Drivers License	<input type="checkbox"/>
40	Defence ID/ Evidence of Age Card/ Ochre Card	<input type="checkbox"/>
20	Bank Statement/ Bank Card	<input type="checkbox"/>
25	Car Registration Papers	<input type="checkbox"/>
25	PAWA/ Telstra Account Invoice	<input type="checkbox"/>
25	Health Care Card/ Medicare	<input type="checkbox"/>
100	Passport – under 18 years	<input type="checkbox"/>
70	Passport – over 18 years	<input type="checkbox"/>
20	Rental Bond Receipt	<input type="checkbox"/>
20	Previous four rent receipts/ Tenant Ledger	<input type="checkbox"/>
25	Council Rates	<input type="checkbox"/>
70	Birth Certificate – over 18 years	<input type="checkbox"/>
REQUIRED	3x recent play slips and at least 1 photo ID	<input type="checkbox"/>

Additional Occupants and Pets

If you wish to have additional occupants at the property other than the people on the lease, please specify below. Please note anyone of the age 18 or above must provide a copy of their photo identification.

Occupant/s information

Name	Age	Phone Number/address
Name	Age	Phone Number/address
Name	Age	Phone Number/address
Name	Age	Phone Number/address

Any pets you wish to apply for, please state the type of animal below. You may be required to provide photos and references from previous agencies. To avoid delays please provide the information with the application.

Pet/s information

Animal	Age	Comments
Animal	Age	Comments
Animal	Age	Comments
Animal	Age	Comments

Applicant 3 Details

Name	email
address	

Home phone	Work phone	Mobile phone
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Personal Details

Date of birth	Drivers license number / state of issue	Number of vehicles
Passport number	Country of issue	Car rego
		Any trailers or caravans?

Current rental details

Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving
Agent/landlord	phone	Email address

Previous rental details

Previous property address		
Current rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving
Agent/landlord	phone	Email address

Current employment

Current employer (company)	Contact name (manager)
Contact's work phone	Email address
Length of employment <small>(if less than six months complete Previous employment details)</small>	Full-time or Part-time?
Net income \$ _____ per annum	Your position in your workplace?

Self-employment

Company Name	Trading As
Address	Industry/Nature of Business
Personal Net Income \$ _____ per week	ABN
Accountant / Phone Number / Fax Number	Length of employment <small>(if less than six months complete Previous employment details)</small>
Creditor / Phone Number	
Fax Number	

Previous employment

Current employer (company)	Contact name (manager)
Contact's work phone	Email address
Length of employment <small>(if less than six months complete Previous employment details)</small>	Full-time or Part-time?
Net income \$ _____ per annum	Your position in your workplace?

Emergency contact details

Name	Relationship	Contact phone
------	--------------	---------------

address

Name	Relationship	Contact phone
------	--------------	---------------

address

Personal/business references (cannot be relatives and has to have known applicant for a minimum of two years)

Name	Occupation	Work phone/mobile phone
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address	Email address
---------	---------------

Name	Occupation	Work phone/mobile phone
------	------------	-------------------------

address	Email address
---------	---------------

Name	Occupation	Work phone/mobile phone
------	------------	-------------------------

address	Email address
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Are you an Australian Citizen / Permanent Resident?

Yes No

If no, do you have a working visa?

Yes No

Visa Type: _____ Visa Number: _____

Issued Date: ___/___/___

Expiry Date: ___/___/___

*****ID CHECKS*****

Each applicant must provide at least 100 points and tick the options below

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20	Previous four rent receipts/ Tenant Ledger	<input type="checkbox"/>
25	Council Rates	<input type="checkbox"/>
70	Birth Certificate – over 18 years	<input type="checkbox"/>
REQUIRED	3x recent play slips and at least 1 photo ID	<input type="checkbox"/>

Rental Enquiry Survey

Your feedback is essential for us to continue improving our services and the way we advertise our properties.

It would be appreciated if you can take a moment to complete the following short survey. Your feedback will help us help people like you in their search for their new home.

Where did you hear about Alliance Realty and the property you are applying for?

Please tick one from the below list:

- Realestate.com
- Domain
- Facebook
- Gumtree

Other _____

Thank you for taking part in the survey.

Property location: _____

Date: _____