

TENANCY APPLICATION CHECKLIST

All Urban Rentals
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Our agency welcomes your application for _____.
The following information and checklist will assist you to complete your application to ensure it is processed without delay.

Please complete this Checklist, ticking the boxes of the documents you have provided, and submit it together with your Tenancy Application.

Before I submit this Application, I confirm I have Inspected the property both internally and externally on (date) _____ and I have...

- Attached photo ID: Passport Drivers Licence Proof of Age Card Other photo ID from Government
- Attached proof of my income: Payslips and bank statements Centrelink Statement and bank statements Letter of Employment
- Attached proof of current address eg electricity bill
- Completed the application in full, including filling in all contact details requested.

Name: _____ Signature _____

PROPERTY: _____

Start Date: _____ Weekly Rent \$ _____ Lease Term 6 , 12 mths or other _____

PERSONAL DETAILS: Name of Applicant _____

D.O.B: _____ Marital Status: _____ Children Living with you : _____

Home Ph: _____ Work Ph: _____ Mobile: _____

Email Address: _____

Other Information: _____

Drivers Lic. No.: _____ State: _____ 18+ Card No. _____

Passport: _____ Country: _____

PETS: YES / NO Type: _____

Car Make: _____ Model/Year: _____ Car Rego: _____

Is Car Financed: YES / NO If Yes, Who with: _____

CURRENT Address: _____

Period of Occupancy at current address: _____ Weekly Rent \$ _____

Reason For Leaving: _____

CURRENT Lessor/Agent: _____

(Full address must be provided)

Email of CURRENT AGENT: _____ Ph. No.: _____

(Email must be provided)

*****YOU MUST PROVIDE PROOF OF YOUR CURRENT ADDRESS IE PHONE/ELECTRICITY BILL*****

PREVIOUS Address: _____

Period of Occupancy: _____ Weekly Rent \$ _____

PREVIOUS Lessor/Agent: _____

Email of previous agent: _____ Ph. No.: _____

(Email must be provided)

EMPLOYMENT DETAILS: Weekly Wage: _____

Occupation: _____ Employer: _____

Workplace Address: _____

Best Contact for Confirmation of Employment: Ph: _____

Email of Employer: (must provide) _____

Time of Employment: _____ Status: Full time _____ Part Time _____ Casual _____ Contract _____

*****YOU MUST PROVIDE PAYSLEIPS AND BANK STATEMENTS OR LETTER OF EMPLOYMENT, OR CENTRELINK STATEMENT IF APPLICABLE *****

STUDENT DETAILS: Name of College/Tafe/University: _____

Course: _____ Student ID No.: _____

Full time ___ Part time ___ Austudy/Centrelink/Support: \$ _____

*****IF YOU RECEIVE PARENTAL FINANCIAL SUPPORT PLEASE PROVIDE LETTER OF GUARANTOR*****

Name of next of kin not residing with you to contact in case of emergency:

Name: _____ Ph: _____ Relationship _____

Other Information to Support this Application (attach references if available):

PRIVACY DISCLOSURE STATEMENT

All Urban Rentals is an independently owned and operated business. We collect personal information about you in the application form to assess your suitability for a residential tenancy. We may need to collect personal information about you from previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on any tenancy reference databases to which we have access. Your consent in collecting this information is set out 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 and the landlord’s insurers.

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

PRIVACY CONSENT

I, the applicant, acknowledge that I have read the above Privacy Disclosure Statement and I authorize the agency to:-

- a) collect information about me from persons or places listed above and on the application form.
- b) disclose details about any defaults by me relating to the property noted on this application, to any tenancy reference database to which the agency subscribes.
- c) disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia.
- d) disclose all personal information it may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of any outstanding rent, repairs, damage that occurs during my period or tenancy.

By signing at the bottom of this page I confirm that I have read and understood the Privacy Disclosure Statement above.

DECLARATION

I, the applicant, do solemnly and sincerely declare that:-

- a) all information is true and correct and that I have supplied the information of my own free will.
- b) I am not bankrupt.
- c) I have inspected the aforementioned premises and wish to take a tenancy of such premises for a period of.....months from.....at a weekly rental of \$.....and that the rental to be paid is within my means. I also undertake to pay a Rental Bond of \$.....at commencement of the tenancy.
- d) as per Item 15-Number of Persons- in the General Tenancy Agreement, I can confirm that the number of persons who will reside at the premises including myself is

Please Print Name

Signature of ApplicantDate/...../.....