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## **Application Checklist**

APPLICATIONS WILL ONLY BE ACCEPTED WHEN YOU HAVE PHYSICALLY INSPECTED THE PROPERTY INTERNALLY WITH THE PROPERTY MANAGER.

- 1. Three (3) forms of identification (front and back) to be photocopied**
  - e.g. drivers licence, passport (date of entry into Australia as well as visa details), credit cards, Medicare card
- 2. Proof Of Income**
  - Three most recent pay slips.
  - If it is a new employment position - letter from your future employer on letterhead or offer of employment is acceptable.
  - If overseas income, previous 6 months of bank statements showing deposits.
- 3. References**
  - Self employed - Accountant reference and/or 6 months of business bank statements
  - If you own your own home, please provide copies of recent council/water rates
  - One (1) written personal reference from a colleague or associate who has known you more than 3 years, include contact name and phone numbers (not a relative)
  - Previous written tenancy reference (if available)
- 4. Complete TRA (Trading Reference Australia) Form including referees details**
- 5. Complete Application in Full**
  - The successful applicant will then be notified via phone and email and asked to transfer via internet or direct deposit one weeks rent as a holding deposit.
- 6. PLEASE NOTE - Applications will not be processed until all documentation below is completed, signed and received by our office**

**Please NOTE – rental payments are only accepted via internet transfer or direct deposits - NO CASH or CHEQUES will be accepted at any time.**

# APPLICATION FOR TENANCY

## Upward Property Management

Please be advised that **one separate application form must be completed for each applicant.**

### PREMISES

Address of premises applied for:

Property Rental Amount:

Commencement date:

Lease Term:

### APPLICANT - Personal Details

Title: Mr  Mrs  Miss  Ms  other

Date of birth: / /

Full Name:

Present address:

Phone: Work:

Home:

Mobile:

Fax:

Email:

Vehicle Registration No.

Driver's License No.

Passport No:

### Tenancy History - 1

Do you own your own home?

Yes  No

Name of present Landlord/Agent:

Property Managers Name:

Property Managers Phone: Work

Mobile:

Email:

How long at present address?

Current rent paid?

Reason/s for leaving?

### Tenancy History - 2

Name of previous Landlord/Agent

How long at previous address?

Phone: Work

Mobile:

Email:

Address of previous Premises rented:

Why did you leave?

### Occupant (s) Details

Number of persons who will occupy premises: Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages of Children \_\_\_\_\_

Names of persons living with you named on the lease:

Names of persons living with you NOT named on the lease:

Pets? Yes  No  If Yes, number and type \_\_\_\_\_

Smokers? Yes  No

### Personal References (Not relatives)

Referee 1 - Name

Phone: Work:

Home:

Mobile:

Email:

Referee 2 - Name

Phone: Work:

Home:

Mobile:

Email:

### General Information

Are you an un-discharged bankrupt?

Yes  No

Have you ever been evicted from rented premises?

Yes  No

Are you in debt to any Agent/Landlord?

Yes  No

Have any deductions ever been made from your rental bond/s

Yes  No

If 'yes' to any of these, specify details:?

### Employment History - 1

Occupation of Applicant:

Date commenced: / /

Employer's Name:

Employer's address:

Phone: Work:

Email:

Mobile:

Fax:

<b>Employment History - 2</b>			
Previous Employer's Name:			
Previous Employer's address:			
Phone: Work:	Email:	Mobile:	Fax:
Period of Employment    /    /                      to    /    /			
<b>Self Employed (If applicable)</b>			
Name of Business:			
ABN:	Industry:		
How long have you been trading?	Year(s)		
Name of Accountant:		Phone:	
<b>Emergency Contact – In case of an emergency, name of friend or relative</b>			
Name:			
Address:			
Phone: Work		Mobile:	
Phone: Home		Email:	
<b>Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.</b>			
Signature of Applicant _____ Date: _____ / _____ / _____			

**APPLICATION**

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises, on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my application.

**Details of any repairs or other work to be carried out by the landlord prior to lease commencement:**

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**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an un-discharged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of \_\_\_\_\_ weeks, at a rental of \$ \_\_\_\_\_ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.**

**PRIVACY POLICY**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators or tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

**Applicant's Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Real Estate Agent's Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**TRA DISCLOSURE**

*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 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 is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and 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 the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and 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 Databases) Regulation 2004. I and the 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 accord with the new regulations. The same applies to me if I am a Commercial Tenant and 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 this 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.***

Print Name of Referee 1 .....

Gender ..... Date of Birth ..... Drivers Licence.....

Address .....

Home Phone..... Mobile .....

Signature of Referee .....

Print Name of Referee 2 ..... Drivers Licence.....

Gender ..... Date of Birth .....

Address .....

Home Phone..... Mobile .....

Signature of Referee .....

**I recognize 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 and 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 lawful purpose. 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 I understand the above information"****

Print Name of Tenant .....

Signature of Tenant..... 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 an 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.**

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