

TENANCY APPLICATION



Conquest Estate Agency

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A. How did you find out about the property?	<input type="checkbox"/> Real Estate. Com <input type="checkbox"/> Real Estate View <input type="checkbox"/> Domain <input type="checkbox"/> Rental List <input type="checkbox"/> Other
B. Rental Property	Address:..... Rent \$.....p/w \$.....pcm Do you have a Current Application Pending? YES / NO
C. Tenancy Requirements	Commencement Date: / / Lease Term: 6 Months / 12 Months / 24 Months
D. Applicant's Full Name & Current Residential Address	Name: Preferred Name: Address:.....
E. Personal Details	Date of Birth: Licence/Passport No: Expiry Date: Vehicle: Rego:
F. Applicant's Contact Details	Home phone: Work phone: Mobile: Email:
G. Current Rental Details	Agent/Landlord: Phone No: Contact:..... Address:..... How Long: Current Rent \$..... per..... Is your name on the Lease? YES / NO Reason for Leaving
H. Previous Address	Address : Agent/Landlord:..... Phone No: How Long: Rent Paid \$..... per
I. Employment Details	Current Employer Address..... Occupation Length of employment..... Net Salary: \$ per Contact Name:Position:..... Contact No:
J. Previous Employment Details	Previous Employer Address..... Occupation Length of employment..... Net Salary: \$ per Contact Name:Position:..... Contact No:

<p>K. Occupancy Details</p>	<p>Total number of occupants who will live in the property:</p> <p>Name/s of other applicants to live at property:.....</p> <p>Number of Children (if any)..... Ages:</p> <p>Pets: YES / NO Type:</p> <p>Smoker: YES / NO</p>
<p>L. Emergency Contact (must be a relative)</p>	<p>Name:</p> <p>Address:</p> <p>Email:</p> <p>Number:</p> <p>Relationship:</p>
<p>M. Professional Supporting References</p>	<p>1. Name:</p> <p>Phone Number:</p> <p>Relationship:</p> <p>2. Name:</p> <p>Phone Number:</p> <p>Relationship:</p>
<p>N . Highlighted Documents Are Compulsory</p> <p>100 Point ID Check (Evidence must be provided)</p>	<ul style="list-style-type: none"> • Drivers Licence (40), • Passport with VISA status (40) • Birth Certificate (30) • Other Photo Identification (30), • Current Wage Advice (20), • Bank Statement (10), • Previous Tenancy Ref (20) Previous 2 rent receipts (20), Motor Vehicle Registration Certificate (10), Telephone Account (10), Electricity Account (10), Gas Account (10), Credit Card (10), Medicare Card (10). <p>Attached with Application: YES / NO</p>

Please note : Applications will not be processed unless filled out in full

Office Notes :

Application Checked by: _____

Date Checked : _____ / _____ / _____

Approved by : _____



**TENANCY PRIVACY STATEMENT
PRIMARY PURPOSE**

As professional Property Managers we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord’s lawyers
- The Landlord’s mortgagee
- Referees you have nominated
- Organizations: Trades people required to carry out maintenance to the premises
- Current and previous employers
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) (“NTD”)
- Other Real Estate Agents & Landlords

SECONDARY PURPOSES:

We also collect your personal information to:

- Enable us, or the Landlord’s lawyers, to prepare the lease/tenancy documents for the premises
- Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Refer to Collection Agents/Lawyers (where default/enforcement action is required)
- Report your conduct as a tenant to the National Tenancy Database (NTD)

I have read Conquest Estate Agency Privacy Statement

Name:

Signed:.....

Please Note:

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

NTD collects information to provide licensed real estate members, current and historical tenancy and location information on individual’s who/which lease residential

property from or through licensed real estate agent members of NTD.

The property manager may advise NTD of your conduct throughout the lease/tenancy, and that information may form part of your tenant history.

DECLARATION

1. I acknowledge that this application is subject to the availability of the premises and the landlord’s approval.

2. I inspected the property in a clean condition, fit for occupation **YES/NO**

If ‘NO’. I believe that the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord’s approval.

.....
.....

Note: A Condition report will accompany the Lease Agreement detailing the specific condition of the premises.

3. I consent to the information provided in the application being verified with the referees supplied. I further consent to my past and current employers and agents/landlords being contacted for reference checks and a reference check on the National Tenancy Database being conducted.

4. I consent to the Agent submitting the information provided in this application to the landlord for his/her consideration and if the application is approved, to prepare a Residential Tenancy for the premises.

5. I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct.

6. I agree to pay a minimum of one calendar month’s rent by either back cheque or postal order payable to Conquest Estate Agency Trust Account on or before the commencement date of the lease.

7. I acknowledge that the lease agreement must be signed by all tenants prior to the keys being handed to me or any other applicant.

8. I acknowledge that upon acceptance of application and a Residential Tenancy Agreement being entered into, it is my responsibility to have all of the utilities connected at the premises.

9. I consent to the Agent providing information, on request, to future Landlords/Agents and recording details of my tenancy to the National Tenancy Database. I understand that this will only occur if my application is successful.

I declare that the above information is true and correct to the best of my knowledge.

I hereby acknowledge that should my Tenancy Application be approved I will be required to sign the Lease and make initial rental payment within 48 hours of notification.

Applicants Signature.....

Date:.....

Please tick if you wish us to provide your details to Utility providers (Gas, Electricity, Water, Phone, Etc.)