

TENANCY APPLICATION FORM

Email to: Pm@EthicsRealEstate.com.au

Ph: 02 6287 7967

**EthicsRealEstate.com.au**

For your application to be processed, you must answer all questions and submit copies of all supporting documents.

Property Details

| | | | |
|--|-----------------|------------------|---------|
| Address of property you are applying for: | | | |
| Start of Lease: | / / 201 | End date: | / / 201 |
| Lease Term: | Years: | Months: | |
| No. of Tenants: | Adults: | Children: | |
| Do you wish to have pets? | Yes / No | Breed: | |

Applicant One Personal Details

| | | | |
|-----------------------|----|-----------------|--|
| Given Name(s): | | Surname: | |
| Date of Birth: | | | |
| Phone: | M: | W: | |
| Email: | 1) | 2) | |

Applicant One Rental History

| | | | |
|---|-----------------------------|-----------------------------|--|
| Current Address: | | | |
| Lived there for: | Years | Months | |
| Reason for leaving: | | | |
| Landlord: | Name: | Email: | |
| | Phone: | Weekly rent paid: \$ | |
| Was your last bond refunded in full? | Yes / No If no, why? | | |

| | | | |
|---|-----------------------------|-----------------------------|--|
| Previous Address: | | | |
| Lived there for: | Years | Months | |
| Landlord: | Name: | Phone: | |
| | | Weekly rent paid: \$ | |
| Was your last bond refunded in full? | Yes / No If no, why? | | |

Employment History Applicant One

| | | | |
|------------------------------|--------------|-------------------------|--|
| Occupation: | | | |
| Nature of work: | | Employer's name: | |
| Employer's Address: | | | |
| Phone: | W: | M: | |
| Length of Employment: | Years | Months | |
| Gross Yearly income? | \$ | Net per week: \$ | |

| | | |
|-----------------------------------|---------------|--------------------|
| Self- Employed | | |
| Name of business: | | ABN: |
| Industry: | | Accountant: |
| Length of self-employment: | Years: | Months: |

Contacts/ References Applicant One

| | | | |
|---|----|-----------------------|---|
| Please provide a contact and/or relative in case of emergency: | | | |
| Name: | | R/ship to you: | |
| Phone: | M: | H: | W |
| Please provide two personal references (not related to you): | | | |
| Given name(s): | | Surname: | |
| Phone: | M: | R/ship to you: | |
| Given name(s): | | Surname: | |
| Phone: | M: | R/ship to you: | |

Other Information:

Are you an Australian Citizen: Yes / No

- I do not have a pet or intend to have pets at the property without the written consent of the landlord or his agent.
- I will comply with the owner's request not to smoke in the property.
- I have been advised about obtaining a copy of 'The Renting Book' from www.ors.act.gov.au or

100 Point Identification Applicant One

Copy Received

| | | |
|---------------------------------------|---------------|--|
| *Driver's license | 30 points | |
| *Passport (visa if applicable) | 30 points | |
| *Proof of age card | 30 points | |
| Tenancy history ledger | 20 points | |
| Previous tenancy agreement | 20 points | |
| Previous four rent receipts | 20 points | |
| Rental bond receipt | 20 points | |
| Payslip | 15 points | |
| Telephone, electricity or gas account | 15 points | |
| Bank or credit card statements | 15 points | |
| Health care card or Medicare card | 15 points | |
| Student card | 15 points | |
| | Total: | |

*The applicant must include at least one item.

Privacy Statement

The personal information that you have provided to us in the above form is used to assess your residential tenancy application. Throughout this process, we may need to collect information about you from your previous landlords/agents, employers and references provided. The information that we collect through this process will be used for purposes of verifying your identity, determining the success of your application and the management of your tenancy. Information about you may be disclosed to the owner and, if your application is successful and to maintenance contractors. We respect your right to privacy and have a firm commitment to safeguarding your privacy through our Privacy Policy. EthicsRealEstate.com.au and their employees are bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. Those principles regulate our activities with respect to personal information collected, stored, used and disclosed by us. For a copy of EthicsRealEstate.com.au's extensive privacy statement, please email your request to Pm@ethicsrealestate.com.au. If you would like access to the information we hold about you, or if any of this information changes, please email the address provided above. If you believe that you have incurred a breach of privacy, please phone 02 6287 7967 or email Pm@ethicsrealestate.com.au, and provide details so that we can follow up on the matter.

Application

- 1. I submit my application for residential tenancy of the premises referred to in this application, and acknowledge that this application will be referred to the landlord of this property for acceptance, and if approval is gained, a Residential Tenancy Agreement will be provided for consideration.
- 2. I declare that I am not bankrupt or an undischarged bankrupt.
- 3. I declare that the information provided by me is true and correct.
- 4. I have inspected the premises and wish to apply for tenancy for a period of _____ months, at the rental rate of \$_____ per day* with rent paid monthly via direct deposit.
- 5. I agree to pay a Rental bond and first two weeks rent via direct deposit payable to EthicsRealEstate.com.au upon signing the Residential Tenancy Agreement and rent up until the 15th of the following month from today date (Minimum 14 days).

*Please note the rent is collected each calendar month and is calculated by the following formula: Weekly rent divided by 7 multiplied by 365 divided by 12. Rent to be paid via direct deposit on 15th of every month.

EG: \$380 divided by 7 = 54.28 x 365 = \$19812.20 divided by 12 = \$1651.00 per month.

Costs payable once the tenancy agreement is signed and before moving in

| | |
|--|-----------|
| Rental Bond (4 Weeks Rent) | \$ |
| Rent in advance from _____ / _____ / _____ to 15th _____ Month | \$ |
| Amount payable on signing tenancy agreement | \$ |

Consent

- 1. I, Applicant 2, acknowledge that I have read the privacy statement above, and authorise EthicsRealEstate.com.au to collect information about me from previous landlords/agents, employers, referees provided and tenancy databases.
- 2. I authorise EthicsRealEstate.com.au to disclose personal information about me to the owner of the property, and to maintenance contractors and any real estate agent appointed to sell the property (in the event this occurs).
- 3. I acknowledge the possibility that my information may be emailed to overseas recipients (if the owner is overseas) and that EthicsRealEstate.com.au cannot ensure that my information will be covered under the Australian Privacy principles.

Applicant One Full Legal Name

Applicant One Signature

Date

| | |
|--|-----------|
| | / / / 201 |
|--|-----------|

Agent's Signature

Date

| | |
|--|-----------|
| | / / / 201 |
|--|-----------|

TENANCY APPLICATION FORM APPLICANT TWO



In order for your application to be processed, you are required to answer all questions provided and submit all copies of supporting documents.

Applicant Two Personal Details

| | | |
|-----------------------|----|-----------------|
| Given Name(s): | | Surname: |
| Date of Birth: | | |
| Phone: | M: | W: |
| Email: | 1) | 2) |

Applicant Two Rental History

| | | |
|---|----------------------------------|-----------------------------|
| Current Address: | | |
| Lived there for: | Years | Months |
| Reason for leaving: | | |
| Landlord above property: | Name: | Email: |
| | Phone: | Weekly rent paid: \$ |
| Was your last bond refunded in full? | Yes / No If no, why? | |

| | | |
|---|----------------------------------|-----------------------------|
| Previous Address: | | |
| Lived there for: | Years | Months |
| Landlord for the above property | Name: | Phone: |
| | | Weekly rent paid: \$ |
| Was your last bond refunded in full? | Yes / No If no, why? | |

Employment History Applicant Two

| | | |
|------------------------------|--------------|-------------------------|
| Occupation: | | |
| Nature of work: | | Employer's name: |
| Employer's Address: | | |
| Phone: | W: | M: |
| Length of Employment: | Years | Months |
| Gross Yearly income? | \$ | Net per week: \$ |

| | | |
|-----------------------------------|---------------|--------------------|
| Self- Employed | | |
| Name of business: | | ABN: |
| Industry: | | Accountant: |
| Length of self-employment: | Years: | Months: |

| | | | |
|---|----|-----------------------|-----------------------|
| Please provide a contact and/or relative in case of emergency: | | | |
| Given name(s): | | Surname: | R/ship to you: |
| Phone: | M: | H: | W: |
| Please provide two personal references (not related to you): | | | |
| Given name(s): | | Surname: | |
| Phone: | M: | R/ship to you: | |
| Given name(s): | | Surname: | |
| Phone: | M: | R/ship to you: | |

Other Information:

Are you an Australian Citizen: Yes / No

- I do not have a pet or intend to have pets at the property without the written consent of the landlord or his agent.
- I will comply with the owner’s request not to smoke in the property.
- I have been advised about obtaining a copy of ‘The Renting Book’ from www.ors.act.gov.au

100 Point Identification Applicant Two

Copy Received

| | | |
|---------------------------------------|---------------|--|
| *Driver’s license | 30 points | |
| *Passport (visa if applicable) | 30 points | |
| *Proof of age card | 30 points | |
| Tenancy history ledger | 20 points | |
| Previous tenancy agreement | 20 points | |
| Previous four rent receipts | 20 points | |
| Rental bond receipt | 20 points | |
| Payslip | 15 points | |
| Telephone, electricity or gas account | 15 points | |
| Bank or credit card statements | 15 points | |
| Health care card or Medicare card | 15 points | |
| Student card | 15 points | |
| | Total: | |

*The applicant must include at least one item.

Privacy Statement

The personal information that you have provided to us in the above form is used to assess your residential tenancy application. Throughout this process, we may need to collect information about you from your previous landlords/agents, employers and references provided. The information that we collect through this process will be used for purposes of verifying your identity, determining the success of your application and the management of your tenancy. Information about you may be disclosed to the owner and, if your application is successful, to maintenance contractors. We respect your right to privacy and have a firm commitment to safeguarding your privacy through our Privacy Policy. EthicsRealEstate.com.au and their employees are bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. Those principles regulate our activities with respect to personal information collected, stored, used and disclosed by us. For a copy of EthicsRealEstate.com.au’s extensive privacy statement, please email your request to Pm@ethicsrealestate.com.au.

If you would like access to the information we hold about you, or if any of this information changes, please email the address provided above. If you believe that you have incurred a breach of privacy, please phone 02 6287 7967 or email Pm@ethicsrealestate.com.au, and provide details so that we can follow up on the matter.

Applicant Two

1. I submit my application for residential tenancy of the premises referred to in this application, and acknowledge that this application will be referred to the landlord of this property for acceptance, and if approval is gained, a Residential Tenancy Agreement will be provided to you for consideration.
2. I declare that I am not bankrupt or an undischarged bankrupt.
3. I declare that the information provided by me is true and correct.
4. I agree to be responsible for all costs payable once the tenancy agreement is signed in the event that Applicant One fails to comply with this agreement.

Consent

4. I, Applicant 2, acknowledge that I have read the privacy statement above, and authorise EthicsRealEstate.com.au to collect information about me from previous landlords/agents, employers, referees provided and tenancy databases.
5. I authorise EthicsRealEstate.com.au to disclose personal information about me to the owner of the property, and to maintenance contractors and any real estate agent appointed to sell the property (in the event this occurs).
6. I acknowledge the possibility that my information may be emailed to overseas recipients (if the owner is overseas) and that EthicsRealEstate.com.au cannot ensure that my information will be covered under the Australian Privacy principles.

Applicant Two Full Legal Name

| |
|--|
| |
|--|

Applicant Two Signature

Date

| | |
|--|--------------|
| | / / / 20 |
|--|--------------|

Agent's Signature

Date

| | |
|--|--------------|
| | / / / 20 |
|--|--------------|