

APPLICATION FOR TENANCY

Please complete this application and supply supporting documentation.

Incomplete applications will not be processed.

Name of Applicant/s

Phone Number Applicant 1

Phone Number Applicant 2

Address of Premises of Interest/Type of Property (eg 3 bedroom house, unit etc)

Price Range of Rental Property Sought

Number of people to reside in property?

Pets to reside at the property? (eg 1 dog, 2 cats)

1	2	3	4	5	6
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Before applications will be considered, each applicant must provide **at least one** photo ID from the following list

- Drivers License
- Passport
- Proof of Age Card

Each applicant must supply **at least one** document of proof of current address from the following list:

- Bank statement
- Electricity bill
- Telephone bill

Each applicant must provide the following

- Birth Certificate
- Pension/Health Care Card (if applicable)
- Medicare Card

Each applicant must supply **at least one** document of evidence of rental payments for their current rental property (where applicable)

- Current rental ledger
- Current lease
- Payment receipts

Each applicant must provide **at least one** document of evidence for proof of income from the following list:

- 3 Pay Slips (most recent and consecutive)
- Centrelink statement (no more than 1 month old)
- Letter from employer
- Other proof of Income (eg. bank statement)

Important notice to applicants

Applications will not be retained after 28 days.

Applications are subject to an affordability assessment.

A reference check will be carried out on all applicants.

Payment of rent can be made in a variety of ways. Our preference is through direct debit, however we do accept eftpos, cash and bank cheques.

Please Note: We will do our best to process your application as soon as possible, usually within 2-4 working days. To expedite the process, please ensure that you have completed the application and signed the Disclaimer Authority.

Personal Details Applicant 1

Title

Surname

First Name

Date of Birth

Daytime Phone Number

Mobile Number

Current Address

Period of Occupancy/Reason for leaving

If less than 3yrs, previous address

Period of Occupancy/Reason for leaving

Employment Details

Employer Name – Self Employed Y/N

Employer Address

Employer Phone Number

Occupation/Position

Period employed in business

Income (Please circle)

 week/f'night/mth

Centrelink Income (if applicable)

 f'night

If less than 3yrs, previous employer

Previous Employer Phone Number

Personal Details Applicant 2

Title

Surname

First Name

Date of Birth

Daytime Phone Number

Mobile Number

Current Address

Period of Occupancy/Reason for leaving

If less than 3yrs, previous address

Period of Occupancy/Reason for leaving

Employment Details

Employer Name – Self Employed Y/N

Employer Address

Employer Phone Number

Occupation/Position

Period employed in business

Weekly Income (Please circle)

 week/f'night/mth

Centrelink Income (if applicable)

f'night

If less than 3yrs, previous employer

Previous Employer Phone Number

Tenancy Details

Names of people who will occupy the premises

Adults (Indicate if smoker)

Y/N

Y/N

Children (Include Date of Birth)

/ /

/ /

/ /

/ /

Pets

Type of pets including breed and size

Emergency Contact

Name of next of kin

Phone of next of kin

References

Reference 1

Phone

Reference 2

Phone

Reference 3

Phone

Reference 4

Phone

Use of Premises

Will the premises be used for business purposes?

Yes

No

Privacy Policy

The personal information the Applicant 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.

The personal information collected about the Applicant in this application and during the course of the tenancy (if the applicant is successful) may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent, the landlord or other agents.

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

The Applicant

I have read the requirements of establishing a tenancy on page one of this application. I have read the privacy policy and I acknowledge that the information supplied herein is true and correct. I consent to the use of my personal information as detailed in the privacy policy. I authorise Burdett Real Estate to contact the references, employers and agents listed herein for the purpose of verifying this information.

Name of Applicant 1

Signature of Applicant 1

Date

Name of Applicant 2

Signature of Applicant 2

Date

REQUEST FOR RENTAL REFERENCE

To: The Property Manager

Phone: 02 4472 5722

From: Callblue Pty Ltd T/as Burdett Real Estate

Fax: 02 4472 4249

Email: rentals@burdettrealestate.com.au

The Property Manager of (Managing Agency)

We have received a signed Application for Tenancy from:

Who resided at:

It would be greatly appreciated if you could (subject to the provisions of the *Privacy Act 1988 and the Residential Tenancies Act 2010*) complete the following questionnaire and return it to us by fax or email, along with the rental ledger, at your earliest convenience.

Names on the Lease

Please provide dates of tenancy:

What was/is the rental price payable at the property?

Did the tenants/s keep pets?

Yes / No

If yes, please make comments

During the tenancy was there any problem with arrears?

Yes / No

Is there a Termination Notice in place?

Yes / No

If yes, what are the issues?

How did the property present on routine inspections?

Did/will the tenant/s receive a full bond refund?

Yes / No

If no, please detail reasons

Would you rent to this tenant/s again?

Yes / No

If no, why?

Name and Signature of Property Manager completing this reference

Tenancy Applicants Authorisation and Consent

I/we authorize the Agent to forward this questionnaire to all previous Managing Agents and/or landlords where I have rented, and request the previous Agent and/or landlord to honestly complete the survey as quickly as possible so that I will not be delayed in finding accommodation.

Signature Applicant 1

Signature Applicant 2
