

## PROPERTY DETAILS

Address of Property \_\_\_\_\_

Lease Period \_\_\_\_\_ months, commencing on \_\_\_\_\_ Rent is \$ \_\_\_\_\_ pw

## APPLICANT'S DETAILS

Applicant's Full Name(s) \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_ Work Tel \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_ Children \_\_\_\_\_ Pets ☐ Yes ☐ No

Drivers' Licence No. \_\_\_\_\_ Car Reg. No. \_\_\_\_\_ Passport No. \_\_\_\_\_

Current Address \_\_\_\_\_

Current Landlord/Agent \_\_\_\_\_ Tel \_\_\_\_\_

Period of Occupancy \_\_\_\_\_ Rent per week \$ \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Previous Address \_\_\_\_\_

Previous Landlord/Agent \_\_\_\_\_ Tel \_\_\_\_\_

Have you ever been evicted from a premises? ☐ Yes ☐ No Are you currently in debt to any landlord/agent? ☐ Yes ☐ No

## EMPLOYMENT DETAILS

Occupation \_\_\_\_\_ Current Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Tel \_\_\_\_\_ Period of Employment \_\_\_\_\_

Previous Occupation \_\_\_\_\_ Previous Employer \_\_\_\_\_

Previous Employer's Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Tel \_\_\_\_\_ Period of Employment \_\_\_\_\_

## REFEREES *(Referees should not be related to the Applicant)*

Business Referees 1. \_\_\_\_\_ Tel \_\_\_\_\_

2. \_\_\_\_\_ Tel \_\_\_\_\_

Personal Referees 1. \_\_\_\_\_ Tel \_\_\_\_\_

2. \_\_\_\_\_ Tel \_\_\_\_\_

## EMERGENCY CONTACT

Next of Kin \_\_\_\_\_ Relationship \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Mobile \_\_\_\_\_

## DECLARATION

I, the applicant, hereby offer to rent the property from the owner under a Residential Tenancy Agreement, to be prepared by the Agent.

I acknowledge that this application is subject to the approval of the owner/landlord.

I acknowledge that if this application is successful, I will be required to pay the amounts as specified in the Payment Details section of this Application Form.

I declare that all information contained in this application is true and correct.

I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous place of residence;

(b) My personal referees and employer/s;

(c) Any record, listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

(a) communicate with the owner and select a tenant

(b) prepare Residential Tenancy documents

(c) allow tradespeople or equivalent organisations to contact me

(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority

(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)

(f) refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the property.

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date

## PAYMENT DETAILS

2 Weeks Rent in Advance \$ \_\_\_\_\_  
4 Weeks Rental Bond \$ \_\_\_\_\_  
Sub Total \$ \_\_\_\_\_  
Less Deposit/Reservation Fee \$ \_\_\_\_\_  
Amount Payable on Signing Tenancy Agreement \$ \_\_\_\_\_

**Please Note:** Cash or Bank Cheque only. If paying by Electronic Bank Transfer, funds will need to be cleared prior to signing the Residential Tenancy Agreement

## RESERVATION

Reservation Fee \$ \_\_\_\_\_ Reservation Period \_\_\_\_\_ Days

The Landlord's Agent Agrees that:

1. Subject to the acceptance of this application and in the consideration of the payment of the abovementioned amount, the applicant wishes to reserve the premises for the abovementioned period, subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgement of this application and the receipt of monies.
2. Should the owner accept this application, the reservation fee will be credited towards the rent, however, should the application be refused then the fee is fully refundable.
3. If the applicant advises that he/she does not wish to take the premises, then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.
4. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved in another's favour.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Landlord's Agent \_\_\_\_\_ Date \_\_\_\_\_

## IDENTIFICATION CHECKLIST *(Please provide at least one from each Category)*

### CATEGORY A

Drivers' Licence  
Passport  
Photo ID

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### CATEGORY B

Tenancy History Ledger  
Tenancy Reference  
Last 4 Rent Receipts

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### CATEGORY C

Bank Account Statements  
Pay Slips  
Rates/Utilities Notice

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**PLEASE NOTE:** The agent reserves the right to reject any ID that has passed its expiration date.

**Please send your completed application (Pages 1 & 2) and all associated documents to:**

**[info@investrealty.com.au](mailto:info@investrealty.com.au)**