

Proposed Property: _____
Rent Per Week: \$ _____ Bond Amount: \$ _____ Term: _____ (months) Commence: ____/____/____
How many tenants will occupy the property?: Adults _____ Children _____ Ages _____
Pets: Yes/No (circle) Types: _____ Reg? Y/N Breeds: _____ Pet Ages: _____

Applicant & Contact Details

First Name: _____ Surname: _____
Date of Birth : ____/____/____ Driver's Lic: _____ Expiry Date: ____/____/____ Licence State: _____
Car Registration: _____ State: _____ Car Make/Model : _____
Passport No : _____ Passport country: _____
Mobile: _____ Home: _____ Work: _____
E-Mail: _____
Pension No: (if applicable) _____ Type: _____ Expiry Date: ____/____/____

Current Accommodation History

Address: _____
Are you the: Owner ☐ Tenant ☐ How long at this address?: _____ years _____ months
Reason for leaving: _____
Landlord/Agent?: _____ Phone: _____ Rent: \$ _____
Notes: _____

Previous Accommodation History

Address: _____
Were you the: Owner ☐ Tenant ☐ How long at this address?: _____ years _____ months
Reason for Leaving: _____
Landlord/Agent (If Applicable)?: _____ Phone: _____ Rent: \$ _____
Bond Refunded: Yes ☐ No ☐ If not, why? _____
Notes: _____

If you are Self Employed

Accountant: _____ Phone: _____
Company Name: _____ ABN: _____

OTHER PEOPLE TO OCCUPY THE PROPERTY

Name: _____ Age: _____ Name: _____ Age: _____
Name: _____ Age: _____ Name: _____ Age: _____

Current Employment History

Occupation: _____ Nature of Employment: Full Time / Part Time/ Casual
Employer's Trading Name: _____
Employer's Address: _____ Suburb: _____ P/Code: _____
Contact: _____ Phone: _____ Payroll Officer: _____
Length of Employment: ____ Yrs ____ Mths Net Income: \$ _____ pa \$ _____ pw \$ _____ pm

Previous Employment History

Occupation: _____ Nature of Employment: Full Time / Part Time/ Casual
Employer's Trading Name: _____
Employer's Address: _____ Suburb: _____ P/Code: _____
Contact Name: _____ Phone: _____
Length of Employment: ____ Years ____ Months Net Income: \$ _____ Weekly \$ _____ Monthly

If You Receive a Centrelink Payment

Type: _____ Cust No: _____ Amount \$: _____ Per Fortnight

References (not relative or friend)

1) Name: _____	2) Name: _____
Address: _____	Address: _____
Mob: _____ Home: _____	Mobile: _____ Home: _____
Relationship to you: _____	Relationship to you: _____
Notes: _____	

Emergency Contact

Name: _____ **Address:** _____
Mob: _____ **Home:** _____ **Relationship to you:** _____

TO BE CONSIDERED YOU MUST PROVIDE 100 points

PRIMARY DOCUMENT (Must provide 1 primary)	POINTS	ITEM	POINTS	ITEM	POINTS
Drivers Licence	50	Tenant Ledger	30	Utilities (gas, electricity, phone)	10
Passport	50	Bank Statement	20	Credit Card / Medicare Card	10
Birth Certificate	50	Pay Slips	10	Centrelink Statement	10

DECLARATION & AUTHORITY

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence.
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants.
- (d) My accountant or payroll officer

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the 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 premises. I am aware the I may access personal information on the contact details above SKC Property Services **0410 355 015**. After the application is approved 2 weeks rent is required immediately and a holding deposit (rental bond), equivalent to 4 weeks rent is paid on your move in date.

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 lease/Tenancy documents.
- (c) Allow tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from a Bond Authority.
- (e) Refer to Tribunals/Courts & Statutory Authorities where applicable.
- (f) Refer to collection agents/lawyers where applicable.
- (g) Complete a credit check with NTD (National Tenancies Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities through Fast Connect.

Applicant Signature: _____ Dated: ____/____/____ Applicant /Partner: _____ Dated: ____/____/____