

Tenancy Application Form



Property Details

Property Address:

Proposed Lease start date:

Lease Term:

Rent per week:

No. tenants occupying the property:

Age(s) of children to occupy the property:

NOTE: All adults must be named on the lease. Please complete separate Tenancy Applications for each adult

Personal Information

First name:

Surname:

Date of birth:

Current address:

Home phone:

Work phone:

Mobile phone:

Fax:

Email:

Drivers Lic No.

State of Issue:

Passport No.:

Passport Country:

Any pets:

Yes No

Description:

Next of Kin (Emergency Contact)

First name:

Surname:

Current address:

Home phone:

Work phone:

Mobile phone:

Relationship:

Referees / Personal References

Referee 1 name:

Relationship

Phone:

Mobile:

Referee 2 name:

Relationship:

Phone:

Mobile:

Please answer the following questions

Have any of your previous tenancies been terminated?

Yes

No

Are you in debt (arrears, repairs or damages) to another Landlord / Agent?

Yes

No

Is there any reason that you may not be able to pay your rent payments on time?

Yes

No

If yes, please provide details:

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK

Item	Please tick	Agents initials
Drivers Licence	<input type="checkbox"/>	
Passport	<input type="checkbox"/>	
Other Photo ID	<input type="checkbox"/>	

Item	Please tick	Agents initials
Current Wage Advice	<input type="checkbox"/>	
Bank Statement	<input type="checkbox"/>	
Other		

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Current / Previous Tenancy Details

Length of last tenancy:	Rent paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:
Did you receive a complete bond refund? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, give details:	

Current Employment

Occupation:	Company/Employers Name:
Employment address:	
Contact person (payroll/manager):	Contact phone:
Length of employment:	Net income:

If less than 2 years, please provide previous employment details:

Occupation:	Company/Employers Name:
Employment address:	
Contact person (payroll/manager):	Contact phone:
Length of employment:	Net income:

If self employed:

Length of trading:	ABN / ACN No.
Accountant's Name:	Contact phone:

Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

Weekly rental amount	\$	
Two (2) weeks rent in advance	\$	
Rental Bond	\$	(Equivalent to 4 weeks rent unless otherwise stated)
Total payable:	\$	Bond + Rent

less

First week rent as holding fee	\$	
Total to be paid at the time of signing the lease	\$	Please ensure to use a money order or bank cheque only for this first payment. Made payable to Gavan Property.

Note: Approval of this application is subject to vacant possession by the previous tenant and/or occupier and this Application for Tenancy does not constitute a Lease or Contract of any form. I acknowledge that this application is subject to the approval of the Agent and Landlord and that one or more other applications may also be considered. I declare that all information contained in this application (including other attached pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property. I am fully aware that should I not proceed with entering into a tenancy agreement after leaving the deposit, I will forfeit the equivalent amount of the rent (calculated on a daily rent) for the period between the date of the application and the date I instruct the Agent that I will not be proceed with the tenancy.

Tenant Name

Tenant Signature

Date

Privacy Statement

Privacy Disclosure Statement of Gavan Property Group (or Their Representatives)

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Privacy Disclosure Statement for Tenant Related Databases

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

Tenant Name

Tenant Signature

Date

Privacy Consent

I the Applicant acknowledge that I have read the Privacy Notice of Gavan Property Group (or their representatives). I authorise Gavan Property Group (or their representatives) to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize Gavan Property Group (or their representatives) to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize Gavan Property Group (or their representatives) to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Tenant Name

Tenant Signature

Date

Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.

Utility Connection Service

myconnect

A FREE utility connection service.

Please tick here, and myconnect will call you to help connect your Electricity, Gas, Water, Telephone and Internet services.

I would like to use myconnect to assist with the connection of utilities at my new property.

If this section is complete, I/we:

consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Phone : 1300 854 478 Fax : 1300 854 479

enquiry@myconnect.com.au www.myconnect.com.au

Signature

/ /

OFFICE USE ONLY

Date

Agents Initials

Current Tenancy comments

Employment reference comments

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Authority to Provide Information

Please complete this section as authorisation for Gavan Property to contact your current/previous Agent.

TO (Previous Rent Agent)
..... (Property Manager)
..... (Fax No)

PROPERTY:
.....

We / I (insert names) hereby authorise you to provide and/or release any information to Gavan Property in order to validate and make necessary enquiries in relation to our tenancy with your company.

**Attention Agent: Please provide a complete Tenancy Ledger to:
Fax: 9547 0700 or email: rentals@gavanproperty.com.au**

Tenant Name

Tenant Signature

Date

OFFICE USE ONLY

Has the Landlord approved this application? Yes No

Is this application now approved? Yes No

Property Manager

Signature

Date