



Application for Tenancy

(one per person)

ADDRESS of PROPERTY APPLIED FOR:

HAVE YOU INSPECTED THE INSIDE OF THE PROPERTY ? YES / NO DATE

LENGTH OF LEASE REQUIRED:MONTHS/WEEKS Rent Per Week \$.....

If approved, I would prefer to commence my lease on the following date:/...../.....

YOUR PERSONAL DETAILS					
SURNAME		GIVEN NAMES		Mr / Mrs / Ms / Dr	DATE OF BIRTH
TELEPHONE : Work	Home	Mobile	Email Address		
SPOUSE FULL NAME					
YOUR PRESENT ADDRESS					
NO. OF CHILDREN	AGE/S OF CHILDREN	Your Car Registration No	Your Drivers License No	Passport No	
NEXT OF KIN (FULL NAME & ADDRESS)			Relationship		
Kin TELEPHONE: Home	Business	Mobile	Will you have pets? YES / NO TYPE : DOG / CAT / OTHER :		

EMPLOYMENT / STUDENT INFORMATION	
EMPLOYER NAME	UNIVERSITY / INSTITUTION
ADDRESS	COURSE STUDYING
YOUR WORK TITLE	YEAR IN COURSE
PHONE: CONTACT NAME: PERIOD EMPLOYED:	YEAR COURSE FINISHES

TENANCY HISTORY	
NAME AND ADDRESS OF MOST RECENT LANDLORD/AGENT	
PHONE	CONTACT
ADDRESS OF RENTED PREMISES	
PERIOD OF TENANCY	AMOUNT OF WEEKLY RENT PREVIOUSLY PAID: \$

IDENTIFICATION	
For this application to be considered you must provide identification from the following sources that total at least 90 points; (A photocopy of your selected ID is to be submitted with your application)	
Mandatory ID : Drivers Licence with Photo (50 points) and / or Passport with Photo (50 points)	
If rented before : Recent rental receipt for your current premises and a complete rental payment history 40 points	
Supporting ID : Student Card with Photo (50 points)	
Medicare / Credit Card (20 points each)	Electrical/ Gas/ Phone Bill - current premises (15 points each)
Social Security Card (20 points)	Land Rates Notice - current premises, if home owner (15 points)

DECLARATION BY APPLICANT	
I, the applicant, agrees that the above information is true and correct, that I have read and accept the Privacy Statement over the page and have physically inspected inside the property. They are financially able to meet all commitments under the Residential Tenancy Agreement, that I have not been declared bankrupt, and that I agree the agent Walkom Real Estate is not responsible for telephone lines and/or connections.	
SIGNED:	ON DATE:/...../.....

PLEASE COMPLETE RENTAL REFERENCE OVER PAGE

Please complete this section if you would be interested in receiving weekly emails regarding properties for lease or for sale.	<input type="checkbox"/> for lease	No. of bedrooms
	<input type="checkbox"/> for sale	Price range
		Suburb/s
		Your email address

In accordance with the Privacy Act (see below), I/we the undersigned authorise the recipient of this fax to supply information to Walkom Real Estate regarding my/our rental history.

Applicant to complete top section

Property applying for

Applicants full name

Current rental property address

Period of tenancy

From:

To:

Rent paid per week

Company managing the rental property

Contact name

Phone no. of agent/private owner

Fax no. of agent/private owner

Signature of applicant

I have read and agreed to the privacy statement below

Date

Agent to complete

Would you rent to these tenants again?

Did tenant always pay rent on time?

Was a termination notice ever issued?

Were routine inspections carried out?

If YES what was the condition of the property?

Were Lawns and garden kept in good order?

Did the tenants ever breach their agreement?

If YES what was the breach & was it resolved?

Did the tenants have any pets?

Have the tenants given the required notice?

If vacated was the property left in good condition?

If vacated was the bond returned in full?

Additional Comments

Agents Signature

Agents name (please print)

Date

Position held

PRIVACY STATEMENT: PRIVACY ACT 1988 COLLECTION NOTICE: The personal information the prospective tenant 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. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to 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 and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Walkom Real Estate at PO Box 1799, Newcastle 2300, Phone 02 49748999, Fax 02 4929 2217, Email rentals@walkom.com.au. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Please complete this form and return via fax 02 4929 2217 with a tenant ledger at your earliest convenience. If there are any problems please call us on 02 4974 8999. Thank you.