



# Application for Tenancy

(one per person)

Have you viewed the property with a Walkom Representative?

Date viewed

1. Property Address

2. Lease commencement date

3. Rental amount

4. Length of Lease

26 weeks  52 weeks

5. No of people to occupy the property

Adults  Children  Ages of Children

Surnames of other people applying with you for this property

6. Do you have pets?

Breed/type & Council Registration No.

1.  
2.

7. Personal Details

Mr  Mrs  Miss  Other

Surname

Given Name/s

Date of Birth

Drivers Licence No.

Car Registration.

Model/Make of Vehicle

Drivers Licence State.

Mobile Phone No

Home Phone No.

Work Phone No.

Email address

## RENTAL INFORMATION/HISTORY

8. Your Current Address

Postcode

9. Is your current address

Rented Accommodation  Go to question 10  
A home you own  Go to question 14

10. Period Rented

Month/year

Month/year to

11. Amount of Weekly Rent Paid

12. Reason for leaving the property

13. Name of Agent/Landlord

Phone Number

Fax Number

14. Previous Residential Address

Postcode

15. Was this property

Rented Accommodation

Go to question 16

A home you own

Go to question 18

16. Period living at this address

17. Name of Agent/Landlord

Phone Number

Weekly rent paid

## EMPLOYMENT HISTORY (if self employed or student please complete questions 19 or 20 whichever is applicable)

18. Please provide employment information

Occupation

Employer's Name & Address

Contact Name

Phone Number

Weekly Wage after tax

\$

Length of employment

## SELF EMPLOYED

19. If Self employed or own your own business

Occupation

ABN & Business Name

  

Type of Business

Personal Net Income/Week

How long in business?

Address

## STUDENT INFORMATION

20. Must be completed by full-time and part-time students

Name of Learning Institution

Course & Year

  

Income Source (youth allowance/rent assistance)

	Amount \$
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## CONTACT INFORMATION

21 Please provide a contact in case of emergency

Surname

Given Name/s

Address

Phone Number

Relationship to you

## DECLARATION BY APPLICANT

I, the applicant, agrees that the above information is true and correct, that I have read and accept the Privacy Statement below and have physically inspected inside the property and accept its condition. I am financially able to meet all commitments under the Residential Tenancy Agreement, 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: ...../...../.....

## IMPORTANT NOTICE *please read....*

**For your application to be considered you must provide supporting documents from the following 3 categories (NOT ORIGINALS)**

### 1. IDENTIFICATION (copy of at least 1)

- Drivers Licence with Photo
- Passport with Photo
- Birth Certificate

### 2. PROOF OF INCOME (copy of at least 1)

- Last 2 Pay Slips
- Current Bank Statements
- Last Centrelink Benefit Statements
- Latest Tax Return (if self-employed)

### 3. RESIDENCE HISTORY (copy of at least 1)

- Rental Ledger/receipts for your current rental premises
- Land Rates Notice - current premises, if home owner
- Written Reference if you have never rented or owned a home before

If you are successful you will be required to pay a holding deposit of 1 weeks rent by Bank Cheque, Money Order or cash within 24 hours of approval. The property will continue to be advertised and listed as available to rent until we receive your holding deposit.

**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 Agency 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 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 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 02 497 8999, fax 02 4929 2217 or 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

443 Hunter Street, PO Box 1799 Newcastle 2300

Phone 02 49748999 Fax 02 49292217 www.walkom.com.au rentals@walkom.com.au

## Rental Reference

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

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