

# Tenancy Application Form



Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.

## Please read prior to completing your application.

1. You will need to make your own enquires as to the availability of NBN or any other service you require.
2. If you are approved, you will be required to pay a bond equivalent to 4 weeks rent, and the first 2 weeks rent prior to moving in.
3. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.
4. All information contained in the marketing material is considered correct at the time of advertising. Whilst every care is taken in the preparation of the marketing, Hutton & Hutton, will not be held liable for any error in typing or information. If you have any questions or concerns, please contact us prior to applying.

## Rent Payment

- Bank Transfer is our preferred rent payment method and is a free option for tenants.

## Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of supporting documents (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

## Supporting Documentation

When submitting an application you must include at least one item from each section per applicant.

### Section One

Drivers Licence  
Proof of Age Card  
Passport

### Section Two

Current Pay Slips (minimum of 2)  
If new job - Letter of confirmation incl. salary  
Statement of Centrelink Entitlements

### Section Three

Previous 4 rent receipts (or ledger)  
Council Rates  
Motor vehicle registration  
Bank statement  
Utilities or phone account

## Address of property you are applying for

Preference 1

Preference 2

## Tenancy Requirements

Length of tenancy  months      Rent \$  per week      Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

Do you own an investment property in Australia? Yes / No

# Primary contact

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue	Passport No.	Country of issue		
Number of vehicles	Car Rego	Any trailers, caravans or boats?	Yes / No		

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

## Current Address Details

If owner occupier include details here.

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					
Agent / Landlord		Phone		Fax	
Email		Reason for leaving			
Was your bond refunded in full? Yes / No		If No, please specify			

## Previous Rental Details

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Landlord		Phone		Fax	
Was your bond refunded in full? Yes / No		If No, please specify			

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position			
Payroll or Accountant		Payroll/Accountant work phone			
Company address		Net income (after tax) \$		per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)			

## Student

Are you a full time student? Yes / No		TAFE / University		Student No.	
Contact name			Contact No.		
Do you receive income from your parents? Yes / No			Amount \$		per week
Name of parents			Phone		

## Centrelink Benefits

Type	\$	per fortnight
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## Additional source of income

Type	\$	per wk / fn / mth
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## Personal Referee

Referees Name		Occupation	
Relationship to you		Phone	

# Applicant two (for additional applicants please copy this page)

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego	Any trailers, caravans or boats?		Yes / No	

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

## Current Address Details (if different to the Primary contact)

If owner occupier include details here.

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					
Agent / Landlord		Phone		Fax	
Email		Reason for leaving			
Was your bond refunded in full? Yes / No      If No, please specify					

## Previous Rental Details (if different to the Primary contact)

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Landlord		Phone		Fax	
Was your bond refunded in full? Yes / No      If No, please specify					

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position			
Payroll or Accountant		Payroll/Accountant work phone			
Company address		Net income (after tax) \$      per wk / fn / mth			
Length of employment		Business Type/ABN (if applicable)			

## Student

Are you a full time student? Yes / No		TAFE / University		Student No.	
Contact name		Contact No.			
Do you receive income from your parents? Yes / No		Amount \$      per week			
Name of parents		Phone			

## Centrelink Benefits

Type	\$	per fortnight
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## Additional source of income

Type	\$	per wk / fn / mth
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## Personal Referee (cannot be related)

Referees Name	Occupation
Relationship to you	Phone

### Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA or VEDA being undertaken.

### Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.



#### Primary contact

Name: ..... Signature: ..  
..... Date: ..  
.....



#### Applicant two

Name: ..... Signature: ..  
..... Date: ..  
.....