

Attention: Applicant/s

- Each individual person who is applying for tenancy needs to complete the **Application for Tenancy Form**.

To help us process your application quickly and efficiently the following details are required:

- Tenant ledger from previous landlord/agent and their contact details
- Photo ID (Drivers Licence, Passport, Visa)
- Letter from employer stating your position and employment status
- Proof of income (payslips, bank statements)

THE ABOVE INFORMATION IS NECESSARY TO PROCESS YOUR APPLICATION IF YOU CAN NOT PROVIDE THE REQUIRED DOCUMENTS ABOVE YOU MAY BE REQUIRED TO PAY 3 TO 6 MONTHS RENT IN ADVANCE.

Please email to info@aacausproperties.com

Thank you for taking the time to include this information to our office as this will assist us in processing your application.

Please ensure that your contact details are correct and all information is accurate.

In order to process your application we require you to provide us with personal information. Part of our application process includes verification of the information you have provided. By signing this statement you authorise us to contact the persons named in the application and to undertake such searches including tenancy based databases as we consider necessary to process your application.

AAC Ausproperties Concierge will take all reasonable steps to correct any information which the client shows to be inaccurate, incomplete or out of date.

Should your application of this property be unsuccessful it will be destroyed unless you request us to hold it for a future application.

TENANT(S) NAME: [REDACTED]

TENANT(S) NAME: [REDACTED]

TENANT(S) SIGNATURE: _____

TENANT(S) SIGNATURE: _____

Dated: / /

Dated: / /

RESERVATION FEE: \$ [REDACTED]

Rental in advance: \$ [REDACTED]

Rental Bond (4wks rent for unfurnished or 6wks for furnished properties): \$ [REDACTED]

Total amount payable:\$ [REDACTED]

Less Reservation Fee: \$ [REDACTED]

TOTAL AMOUNT DUE AND PAYABLE BEFORE MOVE IN DATE: \$ [REDACTED]

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of property: [REDACTED]
[REDACTED]
Lease commencement date: [REDACTED] Lease Term: [REDACTED]
Rent per Week: [REDACTED] Number and Type of Pets: [REDACTED]
Names of all other occupants for the property: [REDACTED]

PERSONAL DETAILS

Given Name(s): [REDACTED] Surname: [REDACTED]
Current Address: [REDACTED]
[REDACTED]
Home Phone: [REDACTED] Work Phone: [REDACTED] Mobile: [REDACTED]
Fax: [REDACTED] Email: [REDACTED]
Date of Birth: [REDACTED] (dd/mm/yyyy)
Drivers Licence No: [REDACTED] Passport No: [REDACTED]

NEXT OF KIN

Given Name(s): [REDACTED] Surname: [REDACTED]
Relationship: [REDACTED]
Address: [REDACTED]
Phone: [REDACTED] Mobile: [REDACTED] Email: [REDACTED]
Emergency Contact: [REDACTED]
Mobile: [REDACTED] Email: [REDACTED]

CURRENT TENANCY DETAILS

Length of time at current address: [REDACTED]
Current Rental:\$ [REDACTED]
Reason for leaving: [REDACTED]
Contact Number: [REDACTED]
Previous rental history: [REDACTED]
Previous Address: [REDACTED]
Previous Rental: \$ [REDACTED]
Length of time at above address: From [REDACTED] To [REDACTED]
Name of Landlord/Agent: [REDACTED] Contact Number: [REDACTED]

CURRENT EMPLOYMENT DETAILS

Occupation: [REDACTED] Current Employer: [REDACTED]
Employer's Address: [REDACTED]
Contact Name (payroll/manger): [REDACTED] Contact Number: [REDACTED]
Length of Employment: [REDACTED] Net weekly Income: \$ [REDACTED]

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6MONTHS)

Occupation: [REDACTED] Previous Employer: [REDACTED]
Employer's Address: [REDACTED]
Contact Name (payroll/manger): [REDACTED] Contact Number: [REDACTED]
Length of Employment: [REDACTED] Net weekly Income: \$ [REDACTED]

REFERENCES

Business Referee: [REDACTED] Relationship: [REDACTED]
Phone: [REDACTED] Mobile: [REDACTED] Email: [REDACTED]
Personal Referee: [REDACTED] Relationship: [REDACTED]
Phone: [REDACTED] Mobile: [REDACTED] Email: [REDACTED]

PREVIOUS RENTAL HISTORY

Previous Address:
Previous Rental: \$
Length of time at above address: From [REDACTED] To [REDACTED] (dd/mm/yyyy)
Name of Landlord/Agent: [REDACTED] Contact Number: [REDACTED]

RESERVATION FEE (1WEEK'S RENT)

The reservation fee is equivalent to one week's rent to hold the property for a period of 7days only, starting from the day the Reservation fee is paid to the Agent (the Reservation Period).

THE AGENT UNDERTAKES THAT:

- No other Reservation Fee has been received for the premises:
- The whole Fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Application
- The whole Fee will be refunded if the landlord decides not to enter into a residential agreement with the Application for the premises during the Reservation Period.
- If a residential tenancy agreement is entered into with the applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Reservation Fee of \$_____. The Applicant understands that, should they decides to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the Fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.

I/We the applicants acknowledge that information concerning my/our performance as a tenant may be disclosed by the Agent to a tenant reference organisation and that the tenant reference organisation and that the tenant reference organisation may publish such information.

Privacy Act acknowledgement in accordance named in this application. I/We understand this can include information about my/our credit standing, credit history or credit capacity. I/We understand this information may be used to assess my/our application.

I have read, agreed to and understood all of the terms and conditions that are relevant to me.

Applicant Name: _____

Signature: _____

Date: ____/____/____ (dd/mm/yyyy)