

Tenancy Application Form (Preferred Applicant, Stage Two) *We recommend you complete this part of the application; however, it is optional until you are a preferred applicant. One form should be completed for every intending adult tenant.*

A copy of your ID is required. Please note that photographic proof of identity is required for credit and criminal record checks provided you consent to these checks.

Address of Property being applied for:

Applicant Tenant 1 - Full name: Date of Birth:

Please provide proof of income: (suitable proof could include signed employer letter, payslip etc) or employers contact details for us to call:

Vehicle Information: Car Registration: (Make/Model):

Contact details of an emergency contact person

Contact name:

Address:

Current Phone number: Mobile phone:

Email address:

Relationship to applicant/s:

PRIVACY ACT 1993 STATEMENT:

This application form collects personal information about you. It is important for you to know why this information is being collected and how it will be stored.

This information is required for the purpose of: -

- Assessing your eligibility as a tenant;
- Collecting information which may be provided to a tenant default database and/or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement;
- Being retained securely by our office to assess creditworthiness and suitability for tenancy; and
- Being made available to credit bureau and/or tenant default databases and will be accessible to other people that may inquire of this credit bureau and/or tenant default database.

Please note that if you do not supply all the information requested in this form then, you may not be considered further. You have a right to see the information held about you by any credit checking bureau or tenant default database and to have that information corrected in accordance with the Privacy Act 1993.

APPLICANT ACCEPTANCE:

1. I consent to you using the information I have provided on this form to assess my suitability as a tenant for the property applied for.
2. I consent to you obtaining a credit/criminal record check.
3. I understand and consent that you may engage a credit checking bureau to assist in the completion of credit and reference checks.
4. I understand that I may be declined this tenancy and that being declined, the landlord does not need to provide a reason why.
5. I confirm the information in this form is true and correct to the best of my knowledge and belief and that I have read the Privacy Act Statement as stated above.

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Signature of Applicant

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Date