

Tenancy Application Form (Stage one)

This information is required as part of the applicant stage. *Note: One form should be completed for every intending adult tenant.*

Address of Property being applied for:

Applicant Tenant 1 - Full name:

Current Address:

Are you 18 years or older? Yes/No.....

If your application is successful, please state your preferred commencement date at this address: Date:

Current Phone Number:

Mobile Phone:

Email address:

Number of intended occupants at the property applied for: Adults: Children:

Any Pets? Yes/No (if dog/s please state the breed):

Are you a smoker? Yes/No

IDENTIFICATION AND PROOF OF IDENTITY:

Please note that photographic proof of identity is required for reference checks. This may include a current driver's licence or passport.

Driver's Licence: DL Version:

Passport – Country of Passport held:

Passport number:

Passport expiry date:

REFERENCE CHECKS:

Please provide the details of your two most recent landlords as referees:

Most recent landlord:

Name:

Phone Number:

Email address:

Second most recent landlord (where you have not resided in your current premises for 12 months or more):

Name:

Phone Number:.....

Email:

Personal reference:

Name:

Phone No.:

Email address:

ANY OTHER RELEVANT INFORMATION:

Please provide any other information you believe is important for this tenancy application:

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PRIVACY ACT 2020 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 preferred 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 (ie the owner of the property) that may inquire of this credit bureau and/or tenant default database (if your application is successful).

Please note that if you do not supply all the information requested in this form, then you may be hindering your ability to become a preferred tenant.

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 2020.

APPLICANT ACCEPTANCE:

1. I consent to you using the information I have provided on this form to assess my suitability as a preferred tenant for the property applied for.
2. I understand that reference checks may include but are not limited to questions such as
 - Whether there had been any breaches in the tenancy;
 - Whether I had kept the property and grounds clean and tidy;
 - Whether I had been considerate towards neighbours;
 - When I vacated the property, whether I had left the property and its grounds in a clean and tidy condition;
 - Whether I or my visitors had engaged in any verbal or physically threatening behaviour during the tenancy;
 - Whether there was any illegal use or manufacture of drugs within my previous tenancies;
3. I understand that I may be declined this tenancy and that being declined, the landlord does not need to provide a reason why.
4. 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