



## Tenancy Application Form

Please return this form to HomeGround Real Estate at the address or fax number above (this form can also be completed online via the property listing).

You must answer all the questions in the application, and include the following documents, for this form to be processed.

Please attach copies of 100 points of ID (including at least one photo):

70 points - Birth Certificate, Passport, citizenship or residential status certificate, official refugee documents

40 points - Drivers License, Student ID card, bank statement

35 points - Letter from employer confirming name and address

25 points - Utilities statement, medicare card, proof of age card, electoral enrolment

### RENTAL PROPERTY DETAILS

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Rental Amount: \$ \_\_\_\_\_ / month / week / fortnight (please circle) Bond amount: \$ \_\_\_\_\_  
Preferred tenancy start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Preferred tenancy term: \_\_\_\_\_ (months)  
Number of people to occupy property: \_\_\_\_\_ (adults) \_\_\_\_\_ (children) Ages of children: \_\_\_\_\_  
Each adult should complete an application form. For joint applications, please provide the names of the other tenants applying: \_\_\_\_\_

### APPLICANT DETAILS

Title: Mrs / Miss / Ms / Mr / Dr (please circle) Full name: \_\_\_\_\_  
\_\_\_\_\_  
Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Email: \_\_\_\_\_  
Mobile ph: \_\_\_\_\_ Home ph: \_\_\_\_\_ Work ph: \_\_\_\_\_  
Drivers Licence No.: \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ State: \_\_\_\_\_  
Vehicle/Motor Bike/Boat/Trailer Make & Registration No/s.: \_\_\_\_\_

### CURRENT RENTAL DETAILS

Current property address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Landlord/Agent name: \_\_\_\_\_ Landlord/Agent ph: \_\_\_\_\_  
Time at this address: \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths) Rent: \$ \_\_\_\_\_ / month / week / fortnight (please circle)  
Reason for leaving current property: \_\_\_\_\_

### PREVIOUS RENTAL HISTORY

Previous property address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Landlord/Agent name: \_\_\_\_\_ Landlord/Agent ph: \_\_\_\_\_  
Time at this address: \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths) Rent: \$ \_\_\_\_\_ month / week / fortnight (please circle)  
Reason for leaving current property: \_\_\_\_\_  
Bond refunded in full: Yes / No (please circle) If no, why not? \_\_\_\_\_

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## INCOME DETAILS

### Employment Details

Occupation: \_\_\_\_\_ Full time / Part time / Casual / Self employed (Please circle)

Income/week: \$ \_\_\_\_\_ Length of employment: \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths)

Name of employer: \_\_\_\_\_

Employment address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Contact person: \_\_\_\_\_ Ph: \_\_\_\_\_

### Other Income

Source: \_\_\_\_\_ Other income/week: \$ \_\_\_\_\_

Centrelink #: \_\_\_\_\_ Payment type: \_\_\_\_\_

## SELF EMPLOYED - complete this section\*

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Business Ph: \_\_\_\_\_ Business email: \_\_\_\_\_

ABN: \_\_\_\_\_ Average income/week: \$ \_\_\_\_\_

Accountant name: \_\_\_\_\_ Accountant ph: \_\_\_\_\_

Solicitor name: \_\_\_\_\_ Solicitor ph: \_\_\_\_\_

*\*As part of this application you are required to provide a copy of your most recent tax return.*

## STUDENTS - complete this section

School/University: \_\_\_\_\_ Course name: \_\_\_\_\_

Student ID No.: \_\_\_\_\_ Completion date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Source of income: \_\_\_\_\_ Income per week: \$ \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_ Phone number: \_\_\_\_\_

## PETS

Do you have pets? Yes / No (please circle) How many: \_\_\_\_\_ Type/s: \_\_\_\_\_

Breed/s: \_\_\_\_\_ Indoor / Outdoor (please circle)

Council registration number/s: \_\_\_\_\_

## PROFESSIONAL CHARACTER REFERENCE

Full name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Personal ph: \_\_\_\_\_ Work ph: \_\_\_\_\_

## EMERGENCY CONTACT

Full name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

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## UTILITIES CONNECTION



If your application is successful would you like HomeGround Real Estate to provide your details to Direct Connect (our chosen utilities connection provider)? Yes / No (please circle)

Providing connections you can count on, Direct Connect offers a free, no-obligation service to help connect all your services with a range of market leading suppliers. They will even guarantee that your electricity and gas connections will be ready by the time you move in.

## DECLARATION AND DATABASE NOTIFICATION

(please note: your application will not be processed unless this declaration has been read and signed)

### DECLARATION

- I hereby offer to rent the property from the owner under a lease to be prepared by HomeGround Real Estate
- Should this application be accepted I agree to enter into a Residential Tenancy Agreement
- I acknowledge this application is subject to approval by the owner/landlord
- I declare all information in this application to be true and correct
- I declare I have inspected the premises

### I authorise the Agent to obtain personal information from:

- The owner or Agent at my current or previous residences
- My references and employer/s
- Any recorded listing or database of defaults by tenants, and I authorise and consent to each of those persons providing requested information about me to the Agent

### I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner/landlord and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople to contact me
- Lodge/claim/transfer to/from a Bond Authority
- Undertake and/or enforce legal process/decisions of a Tribunal/Court and/or Statutory Authority
- Refer to collection agents/lawyers
- Complete a credit check with a residential tenancies database and/or credit reporting agency

### DATABASE NOTIFICATION

**HomeGround Real Estate uses the following residential database company to check the history of all applicants.**

National Tenancy Database

1300 563 826

www.ntd.net.au

- I confirm I have been notified of tenancy databases, their contact details and reasons for use.

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Feedback

How did you find out about the property?: HomeGround Real Estate website / Newspaper /

Internet (specify site: \_\_\_\_\_) / Referral / Other (please specify \_\_\_\_\_) (please circle)

How have you found the service from HomeGround Real Estate?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_