



## Application for Residential Tenancy

**Please note that it is essential to print clearly and that all details are completed to ensure a speedier process.**

|                                   |                 |                        |
|-----------------------------------|-----------------|------------------------|
| <b>PROPERTY ADDRESS:</b>          |                 |                        |
| <b>TOTAL NUMBER OF APPLICANTS</b> | <b>ADULTS :</b> | <b>CHILDREN (U18):</b> |
| <b>CONTACT NUMBER:</b>            |                 |                        |
| <b>EMAIL ADDRESS:</b>             |                 |                        |

I/We the applicant's) do solemnly and sincerely declare that I / we are over the age of 18 and i/we are not bankrupt and affirm that the information herewith is true and correct in every aspect and without omission.

|  |                          |                          |
|--|--------------------------|--------------------------|
| <b>I / we have inspected the above property on:</b>                            |                          |                          |
| <b>PERIOD OF TENANCY REQUIRED:</b>   |                          |                          |
| <b>PROPOSED STARTING DATE:</b>   |                          |                          |
| <b>RENTING AT: \$</b>  | per week                 | <b>BOND AMOUNT: \$</b>   |
| I / we declare that the rent to be paid is within my/ our means                | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you previously been evicted by a landlord and agent?                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a debt or owe any monies to a landlord or agent?                   | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever had deductions taken out of your bond?<br>If yes please specify: | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do any of the following apply to you? NT Housing commission; DHA; Police       | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

Personal information collected about you in this form will be used to access your application for a residential tenancy. We may also need to collect information about you from your previous landlord or agent, your current employer and your referees. We will also check whether any details of tenancy defaults are recorded on a tenancy default database.

# Application for Residential Tenancy

Please note that it is essential to print clearly and that all details are completed to ensure a speedier process.

## Applicant 1 Details:

FULL NAME:

CONTACT PHONE NUMBERS:

EMAIL ADDRESS:

D.O.B:

OCCUPATION:

DRIVERS LICENSE NUMBER:

REGO:

## Emergency Contact:

CURRENT ADDRESS:

CONTACT PHONE NUMBERS:

CURRENT ADDRESS:

## Employment History:

CURRENT EMPLOYERS NAME:

CURRENT ADDRESS:

PERIOD OF EMPLOYMENT:

CONTACT PHONE NUMBERS:

ANNUAL INCOME:

**PREVIOUS EMPLOYER NAME:**

CURRENT ADDRESS:

PERIOD OF EMPLOYMENT:

CONTACT PHONE NUMBERS:

## Residential History:

CURRENT ADDRESS:

OWNER/ AGENT OF PRESENT ADDRESS:

CONTACT PHONE NUMBER:

WEEKLY RENT PAID: \$

LENGTH OF TIME:

**PREVIOUS ADDRESS:**

OWNER/ AGENT OF PREVIOUS ADDRESS:

CONTACT PHONE NUMBER:

WEEKLY RENT PAID: \$

LENGTH OF TIME:

**PROFFESIONAL REFERENCES- PLEASE ENSURE THAT YOUR REFERENCE IS NEITHER FAMILY OR FRIEND**

NAME:

RELATIONSHIP:

CONTACT PHONE NUMBERS:

NAME:

RELATIONSHIP:

CONTACT PHONE NUMBERS:

# Application for Residential Tenancy

Please note that it is essential to print clearly and that all details are completed to ensure a speedier process.

## Applicant 2 Details:

FULL NAME:

CONTACT PHONE NUMBERS:

EMAIL ADDRESS:

D.O.B:

OCCUPATION:

DRIVERS LICENSE NUMBER:

REGO:

## Emergency Contact:

CURRENT ADDRESS:

CONTACT PHONE NUMBERS:

CURRENT ADDRESS:

## Employment History:

CURRENT EMPLOYERS NAME:

CURRENT ADDRESS:

PERIOD OF EMPLOYMENT:

CONTACT PHONE NUMBERS:

ANNUAL INCOME:

**PREVIOUS EMPLOYER NAME:**

CURRENT ADDRESS:

PERIOD OF EMPLOYMENT:

CONTACT PHONE NUMBERS:

## Residential History:

CURRENT ADDRESS:

OWNER/ AGENT OF PRESENT ADDRESS:

CONTACT PHONE NUMBER:

WEEKLY RENT PAID: \$

LENGTH OF TIME:

**PREVIOUS ADDRESS:**

OWNER/ AGENT OF PREVIOUS ADDRESS:

CONTACT PHONE NUMBER:

WEEKLY RENT PAID: \$

LENGTH OF TIME:

**PROFFESIONAL REFERENCES- PLEASE ENSURE THAT YOUR REFERENCE IS NEITHER FAMILY OR FRIEND**

NAME:

RELATIONSHIP:

CONTACT PHONE NUMBERS:

NAME:

RELATIONSHIP:

CONTACT PHONE NUMBERS:

# Application for Residential Tenancy

Please note that it is essential to print clearly and that all details are completed to ensure a speedier process.

## Applicant 3 Details:

FULL NAME:

CURRENT ADDRESS:

CONTACT PHONE NUMBERS:

EMAIL ADDRESS:

D.O.B:

OCCUPATION:

DRIVERS LICENSE NUMBER:

REGO:

## Emergency Contact:

CURRENT ADDRESS:

CONTACT PHONE NUMBERS:

CURRENT ADDRESS:

## Employment History:

CURRENT EMPLOYERS NAME:

CURRENT ADDRESS:

PERIOD OF EMPLOYMENT:

CONTACT PHONE NUMBERS:

ANNUAL INCOME:

**PREVIOUS EMPLOYER NAME:**

CURRENT ADDRESS:

PERIOD OF EMPLOYMENT:

CONTACT PHONE NUMBERS:

## Residential History:

CURRENT ADDRESS:

OWNER/ AGENT OF PRESENT ADDRESS:

CONTACT PHONE NUMBER:

WEEKLY RENT PAID: \$

LENGTH OF TIME:

**PREVIOUS ADDRESS:**

OWNER/ AGENT OF PREVIOUS ADDRESS:

CONTACT PHONE NUMBER:

WEEKLY RENT PAID: \$

LENGTH OF TIME:

**PROFFESIONAL REFERENCES- PLEASE ENSURE THAT YOUR REFERENCE IS NEITHER FAMILY OR FRIEND**

NAME:

RELATIONSHIP:

CONTACT PHONE NUMBERS:

NAME:

RELATIONSHIP:

CONTACT PHONE NUMBERS:

Each applicant must provide at least 100 points of I.D.

| Points | Documents                    | Applicant 1 | Applicant 2 | Applicant 3 | Applicant 4 |
|--------|------------------------------|-------------|-------------|-------------|-------------|
| 100    | Passport ( under 18 only )   |             |             |             |             |
| 70     | Passport (over 18 )          |             |             |             |             |
| 70     | Birth certificate (over 18)  |             |             |             |             |
| 40     | Divers License               |             |             |             |             |
| 40     | Army I.D or shooters license |             |             |             |             |
| 35     | Proof of income—3 pay slips  |             |             |             |             |
| 25     | Car rego papers              |             |             |             |             |
| 25     | PAWA / Telstra account       |             |             |             |             |
| 25     | Health care card / Medicare  |             |             |             |             |
| 25     | Council Rates                |             |             |             |             |
| 20     | Tenancy history              |             |             |             |             |
| 20     | Rental Bond receipt          |             |             |             |             |
| 20     | 4 previous rent receipts     |             |             |             |             |
| 20     | Bank Statement               |             |             |             |             |

**ALL BONDS MUST BE PAID BY BANK CHEQUE, CASH OR DIRECT DEBIT. BOND TRANSFERS ARE NOT ACCEPTED AT THIS OFFICE.**

**\* PLEASE BE AWARE THAT WE ARE UNABLE TO ACCEPT 1 CHEQUE UPON SIGN UP. WE REQUIRE 1 CHEQUE FOR YOUR BOND AND A SEPARATE CHEQUE FOR YOUR RENT.**

**I DECLARE THAT:**

- I have read and understood all pages of this application
- All the information contained in this application is true and correct
- I authorize Call2View Real to make enquires considered necessary to verify information disclosed in this application
- I understand that although Call2View Real Estate collects and processes application, no reason has to be given to any unsuccessful tenant.

**SIGNATURES OF ALL APPLICANTS**

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

- Please list all pets which will live at the property.

PET 1. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Registered: \_\_\_\_\_

PET 2. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Registered: \_\_\_\_\_

**WOULD YOU LIKE TO BE IN ATTENDENCE AT THE IN GOING CONDITION REPORT? YES / NO**

**Call2View Real Estate Property Management**  
**P:8932 8858 F:8932 8859**  
**ashleigh@call2view.com.au**

**AUTHORITY TO OBTAIN TENANT INFORMATION**

|  |               |  |
|--|---------------|--|
| <b>To:</b>   | <b>Fax:</b>   |  |
| <b>From:</b>   | <b>Phone:</b> |  |
| I/We _____ hereby authorize any of the parties below to release information that they have on record about me to Call2View Real Estate, whom I have authorized to make investigations in relation to my application for a residential property.<br>Prospective Tenant: _____ Property: _____<br><br>Applicant 1: _____ Applicant 2: _____<br>Signature Signature |               |  |
| Name of person completing this form:   |               | Date completed:    /    /                  |
| Is/was the above applicant (s) the actual lessee at the property?<br>Number of leaseholders on lease _____ -   |               | Y    N                                     |
| Is the above applicant still on a fixed term agreement?<br>If so when does it end    /    /    or do you no longer manager the property?   |               | Y    N                                     |
| Did your office terminate the tenancy?<br>If so what was the reason: Arrears / Unsatisfactory tenant / Abandonment / Property Withdrawn  |               |  |
| Were rental payments received on time:<br>Always / Sometimes / Never / Other : _____ -   |               |  |
| Was the applicant ever issued with an RT - Notice to remedy breach   |               | Y    N                                     |
| Were period inspections carried out ?  |               | Y    N                                     |
| Was the property:            Tidy & clean?    Untidy & clean?            Untidy & dirty?   |               |  |
| Did the applicant have pets at the property?<br>If yes was there ever a problem?   |               | Y    N                                     |
| Was there any reason to lodge the tenant with a Tenancy Default Agency?  |               | Y    N                                     |
| Was the property left clean and undamaged apart from wear and tear? If no please advise:   |               | Y    N                                     |
| Were there any deductions from the bond? If yes please specify:<br>Rent / Cleaning / Repairs / Garden Maintenance / Other _____  |               | Y    N                                     |
| Was the handover delayed? If yes how many days?  |               | Y    N                                     |
| Would you rent to the applicant again?<br>Comments:  |               | Y    N                                     |
| Employers Comments:  |               |  |
| Length of employment:  |               | Type of employment: Fulltime / PT / Casual |
| NETT salary per week:  |               |  |