



PROPERTY LEASING SPECIALISTS

www.propertyleasingspecialists.com.au

31 Mackellar Circle Springwood NSW 2777

Office: 0247519585

Mobile: 0414544759

Email: melissanott@westnet.com.au

License Number: 879 281

ABN: 53 986 170 841

APPLICATION FOR TENANCY

OFFICE SECTION

Application approved:	Yes/No
Date approved:	
Signed:	
Supporting Documents Attached	Yes/No

PROPERTY DETAILS	COMMENCEMENT DATE
ADDRESS OF PROPERTY YOU WOULD LIKE TO LEASE	
Rent : \$ per week \$ per month	Lease Term: Months Years
Bond: \$ (4 weeks rent)	Adults: Children/Ages

PERSONAL DETAILS

Title:	Given Name/s:	Last Name:
D.O.B:		
Current Address:		Postcode:
Email:	Home Phone:	
Mobile:	Work Phone:	
Drivers License Number:	Passport Number:	
Make/Model of Car:	Medicare Number:	
Smoker : Yes / No	Marital Status:	Pet/s (no.): Breed:

RENTAL HISTORY

Current Address:	Postcode:
Why are you leaving current address:	
Landlord/Agent Name:	Phone Number:
Length of stay at current address : Years Months	Weekly Rent: \$
Previous Address:	Postcode:
Landlord/Agent Name:	Phone Number:
Length of stay at current address: Years Months	Weekly Rent: \$



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EMPLOYMENT HISTORY

Occupation:		Full Time / Part Time / Casual	
Employers Name:		Phone number:	
Employers Address:		Net Income:	
		Extra Income obtained through Centrelink/Child support etc	
Length of Employment:		\$ per week	\$ per fortnight
Previous Employmet		Full Time / Part Time / Casual	
Employers Name:		Phone number:	
Employers Address:		Net Income:	
		Extra Income obtained through Centrelink/Child support etc	
Length of Employment:		\$ per week	\$ per fortnight

* If currently not employed please attached current benefit or self funded benefit statement.

CONTACT/REFERENCES

Emergency Contact

Name:		Mobile:	
Relationship:		Home:	
Email:		Work:	

Personal References:

Name:		Mobile:	
Relationship:		Home:	
Email:		Work:	
Name:		Mobile:	
Relationship:		Home:	
Email:		Work:	

SUPPORTING DOCUMENTS REQUIRED

- Section 1 Drivers Licence, Passport, Proof of Age Card, Student ID
- Section 2 Rates Notice, Copy of Gas, Water Electricity A/C (if not renting as proof of ownership)
- Section 3 3 Copies of latest payslips
- Section 4 Copy of Current rent ledger
- Section 5 Copy of other supporting income documents from Centerlink Etc
- Section 6 Previous Tribunal orders if any
- Section 7 Pet Registration papers and/or companion certificate

*** Please note this application will not be processed until all supporting documents are attached and the attached Declaration on page 3 and the Privacy Act Acknowledgement form on page 4 of this application has been read and signed by the Applicant**



DECLARATION BY APPLICANT

I, The applicant declares and agrees to the following,

1. A holding fee of one weeks rent will be required if and when this application is approved. If the applicant decides not to enter into such an agreement, and the premises were not let or otherwise occupied during the period they were reserved, the landlord's agent may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved and not advertised for a new tenancy (Based on the advertised rent). If the premises are released within the weeks rent period then the balance of the holding fee will be reimbursed to the applicant.

The fee is paid towards rent for the residential premises concerned.

2. The applicant agrees that if/when this application is approved, the following monies will be payable. Two weeks rent in advance and four weeks rent for bond. Less any funds paid as a holding fee. The holding fee will make up part of the two weeks rent in advance.

3. The applicant declares they are not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors

4. The applicant declares they are not paying off any previous rental debt

5. The applicant authorises the agent to access and check any information that may be listed on any tenancy database which may be available.

6. The applicant agrees and understands that in the event of this application being rejected there is no requirement at law for the agent to disclose any reason for such rejection. The applicant also agrees that they will not raise any objection for not being provided a reason for any rejection of the application.

7. The applicant agrees and understands that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in any tenancy database which may be available. I understand that in the event of a default being reported to any tenancy database, the removal of such information is subject to the guidelines of the database companies.

8. The applicant agrees and understands that in the event this application being approved all initial monies will be paid to the agent by direct deposit, cash or money order.

9. The applicant agrees that no keys for the property will be provided by the agent until such time as all monies owed are paid in full in accordance with clause 8.

10. The applicant agrees that they will abide by the policies of the office of the agent as may be provided in relation to this tenancy

11. The applicant agrees to allow the agent to photocopy the information supplied for their records.

12. If the applicant would like to dispute part of or all of the amount specified in this statement, and you have been unable to resolve the dispute, the applicant may apply to NCAT to have the matter determined.

13. The applicant declares that they have made their own enquires regarding the working condition/availability of telephone lines, pay television services and/or internet/broadband connections and Mobile phone coverage. The applicant accepts that the landlord has the right to refuse to repair/provide and reimburse for cost of installation for such services in the event that they are not working or are unavailable.

14. The applicant declares that all the information contained in this application is true and correct and that the information is provided of my own free will. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

Applicants Signature:

Date:



PRIVACY ACT ACKNOWLEDGEMENT FORM

Authority to Use and Disclosure of Personal Information

I hereby, the applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Melissa Marie Lowe t/as Property Leasing Specialists and I confirm that all the information contained on the application is true and correct and has been willingly supplied to assist in the assessment of my application.

I authorise and give permission for Melissa Marie Lowe t/as Property Leasing Specialists to request, collect and be issued any information required to assess my suitability as a tenant, such as previous rental records, salary/income levels, identity and work history under the provisions of the Privacy Act 1988 (cth)

I, the applicant warrant that I am authorised to make this application and to provide invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of the applicants listed on this application.

I, the applicant acknowledge and confirm that I have been issued with, I have read and understood and I have retained a copy of the application.

Primary Purpose

Melissa Marie Lowe t/as Property Leasing Specialists collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

By submitting this application, I/we authorise the Lessor/Managing Agent to conduct investigations into my suitability as a tenant. These investigations may include my identity, investigations into my suitability as a tenant. These investigations may include my identity, credit worthiness, employment and credit history and or capacity. These investigations are not limited to the content on my application form and may include other sources such as national databases on tenant histories and also make enquiries such other persons or agencies as the Owner may see fit.

The personal information the prospective Lessee provides in the application or collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application, to manage the tenancy and to conduct the Agent's business.

In order to assess your application, the Agent may disclose your personal information to all or any of the following:

- * The Lessor(s)/Owners
- * TICA Data Solutions Pty Ltd www.tica.com.au
- * Barclay MIS 1300 883 916 www.barclaymis.com.au
- * TICA Data Solutions Pty Ltd www.tica.com.au
- * TRA 02 9363 9244 www.tradingreference.com
- * MRI Software www.mrisoftware.com.au
- * Current and Past Employers
- * Referees
- * Other Real Estate Agents, Asset managers or Private Landlords of current and previous residences.
- * Any persons who maintains any records, listings or database of defaults by tenants
- * Any service providers and contractors we may use to help us provide our services to the lessors, owners, tenants and other property seekers. (e.g providers of real estate software, cloud hosting software, cloud hosting services, email services, online payment systems and gateways, rental bond loans, other IT products and services, other real estate services and professional services (such as lawyers, accountants, insurers and consultants).

I, the applicant confirm I have been notified of the tenancy database contact details and the reasons for use.

Secondary Purpose

Marie Lowe t/as Property Leasing Specialists also has a number of secondary purposes for collecting your information.

Personal information collected about the Applicant in the application, during and after the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference databases,

third party providers of rental bond loans, and prospective buyers for the premises. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor

During and after the tenancy the Agent may disclose your personal information to:

- * Tradespeople to contact you for repairs and maintenance of the property
- * Tribunals or Courts having jurisdiction seeking orders or remedies
- * Debt collection agencies, credit providers and related persons to permit them to contact or locate you
- * Tenancy Databases
- * The Owners lawyer, mortgagee and financier or valuer
- * The Owners insurer in the event of an insurance claim
- * Other asset managers/owners whose property you may apply to rent in the future

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy. A detailed copy of our Privacy Policy can be found by contacting the Agent or on our website www.propertyleasingspecialists.com.au

Applicants Signature:

Date: