



TENANCY APPLICATION FORM

p: 0439 970 898

<https://savvypropertymanagement.com.au/>

e: rentals@savvypropertymanagement.com.au

WELCOME TO Savvy Property Management!

TENANCY APPLICATION INFORMATION

Applications will not be processed unless all information is supplied. *Each applicant must complete a separate application.*

OFFICE HOURS

Our office is open Monday to Friday between 8.30am and 5.00pm

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed unless all documents required are provided.

Identification Check

You must provide at least 100 points of identification with your application. Note: at least one form of photo identification must be provided.

40 points – drivers licence, passport, birth certificate
30 points – 18+ card, other photo ID
20 points – previous four rent receipts, recent pay advice
10 points – vehicle registration certificate, utility accounts, rates notice, health care card, pension card

Proof of Income

You will be required to submit proof of your income with your application. Your application will not be processed unless this is provided.

- Last 3 pay slips (if employed)
- Bank statements / tax return / accountant letter (if self employed)
- Centrelink letter / statement (if not employed)

PAYMENT OF RENT & BOND

In accordance with Savvy policy, within 24 hours of application approval you will be required to sign the Tenancy Agreement and make payment of the bond amount (equivalent to 4 weeks rent) plus 2 weeks rent.

This office does not accept bond transfers. Bond may be paid by way of direct debit only. If your application is successful, payment of rent can be made by way of direct debit. We do not accept cash!

APPLICANT CHECKLIST

- Before you submit your application, check you have:
- Attached photocopies of the required supporting documents
 - Inspected the property
 - Been given a copy of the General Tenancy Agreement including standard terms and any special terms. Note: if not, contact Place ASAP.
 - Completed the application form including signing privacy statement, privacy consent and marketing consent.

IMPORTANT NOTE

If your application is approved, the General Tenancy Agreement is to be signed by all approved lease holders within 24 hours of approval and the bond amount plus 2 weeks rent is to be paid by Money Order, Bank Cheque or Direct Debit.

CONNECTION OF UTILITIES

It is the tenants responsibility to connect all utilities and to arrange disconnection upon vacating. All costs in relation to the connection of utilities are the tenants responsibility unless otherwise stated in the terms of the General Tenancy Agreement.

APPLICANT ACKNOWLEDGEMENT

In accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008, I confirm that prior to submitting this application to Place for consideration, I have been given a Form 18a General Tenancy Agreement including all standard terms and any special terms.

Applicant sign: X _____

Applicant name: _____

Date: _____

APPLICANT DETAILS

APPLICATION ID Office use only

Date of application:			
Property being applied for:			
Term of lease applied for:	Term of lease: <input type="checkbox"/> _____ years	<input type="checkbox"/> _____ months	
Weekly rent \$:	To commence on (enter date):		

Applicant Details

Full Name:			
Date of Birth:	Phone: ()		
Mobile:	Email:		
Are you an Australian Citizen?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Visa expiry date (please attach a copy):	
Drivers Licence or Passport No.:	State of Issue:	Expiry:	
Have you been known by any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what name/s:	
Are there any other applications to accompany your application (i.e. other occupants): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name/s of other applicants / occupants:			
Do you have any dependants: <input type="checkbox"/> Yes <input type="checkbox"/> No		# of dependants:	
Name(s) of dependants:		Age of dependants:	

Current Address

Do you: <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Share	Rent Per Week \$
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Current Address:	
Agent / Lessor Name:	Phone: ()
Agent / Lessor Address:	
Time at Above Address: _____ years _____ months	Reason for Leaving:

Previous Address	
Did you: <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Share	Rent Per Week \$
Property Address:	
Agent / Lessor Name:	Phone: ()
Agent / Lessor Address:	
Time at Above Address: _____ years _____ months	Reason for Leaving:

Current Employment	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Length of employment: _____ years _____ months	Weekly Income (net) \$
Name of Employer:	Contact Name:
Employer Address:	Employer Phone: ()

Previous Employer (if current employment period is less than 12 months)	
Position:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Length of employment: _____ years _____ months	Weekly Income (net) \$
Name of Employer:	Contact Name:
Employer Address:	Employer Phone: ()

If Self Employed	
Company:	Trading as:
ABN number:	Nature of business:
Period self employed: _____ years _____ months	Annual Income (attach income statement) \$
Address of business:	
Accountant:	Accountant Phone: ()
Creditor Referee:	Creditor Phone: ()
Creditor Referee:	Creditor Phone: ()

Other Income	<i>Net weekly income</i>
Student - Name of University or College):	
Full time or part time:	
Insert area of study:	
Pension (Type of Benefit Received):	\$
Unemployment Benefit:	\$
Other Type of Income (eg. Investments):	\$

Vehicles (please list vehicles to be kept at the property)	
Make & Model:	Registration Number:
Make & Model:	Registration Number:
Make & Model:	Registration Number:

Emergency Contacts (not living with you – to be contacted in the event of an emergency)	
Name:	Relationship:
Address:	Phone: ()
Name:	Relationship:
Address:	Phone: ()

Personal References (excluding relatives)	
Name:	Relationship:
	Phone: ()
Name:	Relationship:
	Phone: ()

PET APPLICATION (if applicable)

Pets (please list pets you wish to keep at the property)			
Pet 1		Pet 2	
Type of pet:		Type of pet:	
Breed:		Breed:	
Name:		Name:	
Age:	Weight: kg	Age:	Weight: kg

Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No Council Reg #	Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No Council Reg #
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DECLARATIONS

Have you ever been evicted by any Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:	
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:	
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:	
Was your Bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No:	
Was the Property in a satisfactory condition when you inspected it? If not, list requests.	<input type="checkbox"/> Yes	<input type="checkbox"/> No:	

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$_____ per week commencing on ____ / ____ / ____

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 4 weeks rent as Bond and 2 weeks Rent. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by DIRECT DEPOSIT to SAVVY PROPERTY MANAGEMENT on acceptance of your Application.

ITEM	CALCULATION	AMOUNT	IMPORTANT NOTES
<i>Rent – first 2 weeks rent</i>	$2 \times \$$	= \$	<i>Must be paid within 24 hours of Application approval</i>
<i>Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List</i>	$4 \times \$$	= \$	<i>Must be paid within 24 hours of Application approval</i>
TOTAL PRE-MOVING IN COST		\$	<i>Total to be paid</i>

Applicant Name:	
Applicant Signature:	
Date:	



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PRIVACY DISCLOSURE STATEMENT

SAVVY are bound by the Privacy Act 1988 (Cth) and the Australian Privacy Principles set out in the Act. A copy of our Privacy Policy can be found at <https://savvypropertymanagement.com.au/>. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for SAVVY Property Management to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY NOTICE AND CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of SAVVY Property Management. I authorise SAVVY Property Management to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Database to which Place Group Pty Ltd subscribes. I can refer to their Privacy Disclosure Statement via:

www.tica.com.au. I authorise SAVVY Property Management to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree SAVVY Property Management to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. ON THE MOVE is authorized to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name:	
Applicant Signature:	
Date:	

