

# Tenancy Application Form



## Please read prior to completing your application.

1. If you are approved, you will be required to pay a bond equivalent to 4 weeks rent, and the first 2 weeks rent prior to moving in.
2. You will be required to sign Lease Agreement as soon as approved.
3. All information contained in the marketing material is considered correct at the time of advertising. Whilst every care is taken in the preparation of the marketing, Rhino Property Agents, will not be held liable for any error in typing or information. If you have any questions or concerns, please contact us prior to applying.

## Rent Payment

- Direct Debit is our preferred rent payment method and is a free option for tenants.

Please speak to your property manager about other payment options if required.

## Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of supporting documents (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

## Supporting Documentation

When submitting an application you must include at least one item from each section per applicant.

### Section One

Drivers Licence  
Proof of Age Card  
Passport

### Section Two

Current Pay Slips (minimum of 2)  
If new job - Letter of confirmation incl. salary  
Statement of Centrelink Entitlements

### Section Three

Previous 4 rent receipts (or ledger)  
Council Rates  
Motor vehicle registration  
Bank statement  
Utilities or phone account

## Address of property you are applying for

  

## Tenancy Requirements

Length of tenancy  months      Rent \$  per week      Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

Do you own an investment property in Australia? Yes / No

# Primary contact

|                     |                |                                  |              |               |                  |
|---------------------|----------------|----------------------------------|--------------|---------------|------------------|
| First Name          |                | Last Name                        |              | Email         |                  |
| Phone               |                | Mobile                           |              | Date of birth |                  |
| Drivers Licence No. | State of issue |                                  | Passport No. |               | Country of issue |
| Number of vehicles  | Car Rego       | Any trailers, caravans or boats? |              | Yes / No      |                  |

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

|         |  |                     |  |               |  |
|---------|--|---------------------|--|---------------|--|
| Name    |  | Relationship to you |  | Contact phone |  |
| Address |  |                     |  |               |  |

## Current Address Details

If owner occupier include details here.

|                                 |  |          |                       |                                |  |       |        |
|---------------------------------|--|----------|-----------------------|--------------------------------|--|-------|--------|
| Current rent / mortgage         |  | \$       | per week              | How long have you lived there? |  | years | months |
| Current Address                 |  |          |                       |                                |  |       |        |
| Agent / Landlord                |  |          | Phone                 |                                |  | Fax   |        |
| Email                           |  |          | Reason for leaving    |                                |  |       |        |
| Was your bond refunded in full? |  | Yes / No | If No, please specify |                                |  |       |        |

## Previous Rental Details

|                                 |  |          |                       |                                |  |       |        |
|---------------------------------|--|----------|-----------------------|--------------------------------|--|-------|--------|
| Rent                            |  | \$       | per week              | How long have you lived there? |  | years | months |
| Property address                |  |          |                       |                                |  |       |        |
| Agent / Landlord                |  |          | Phone                 |                                |  | Fax   |        |
| Was your bond refunded in full? |  | Yes / No | If No, please specify |                                |  |       |        |

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

|                       |  |                                   |  |  |  |                   |  |
|-----------------------|--|-----------------------------------|--|--|--|-------------------|--|
| Company Name          |  | Your position                     |  |  |  |                   |  |
| Payroll or Accountant |  | Payroll/Accountant work phone     |  |  |  |                   |  |
| Company address       |  | Net income (after tax) \$         |  |  |  | per wk / fn / mth |  |
| Length of employment  |  | Business Type/ABN (if applicable) |  |  |  |                   |  |

## Student

|   |  |                   |             |  |             |  |
|---|--|-------------------|-------------|--|-------------|--|
| Are you a full time student? Yes / No             |  | TAFE / University |             |  | Student No. |  |
| Contact name                                      |  |                   | Contact No. |  |             |  |
| Do you receive income from your parents? Yes / No |  |                   | Amount \$   |  | per week    |  |
| Name of parents                                   |  |                   | Phone       |  |             |  |

## Centrelink Benefits

|      |    |               |
|------|----|---------------|
| Type | \$ | per fortnight |
|------|----|---------------|

## Additional source of income

|      |    |                   |
|------|----|-------------------|
| Type | \$ | per wk / fn / mth |
|------|----|-------------------|

## Personal Referee (cannot be related)

|                     |  |            |  |
|---------------------|--|------------|--|
| Referees Name       |  | Occupation |  |
| Relationship to you |  | Phone      |  |

# Applicant two

(for additional applicants please copy this page)

|                     |                |                                  |              |               |                  |
|---------------------|----------------|----------------------------------|--------------|---------------|------------------|
| First Name          |                | Last Name                        |              | Email         |                  |
| Phone               |                | Mobile                           |              | Date of birth |                  |
| Drivers Licence No. | State of issue |                                  | Passport No. |               | Country of issue |
| Number of vehicles  | Car Rego       | Any trailers, caravans or boats? |              | Yes / No      |                  |

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

|         |  |                     |  |               |  |
|---------|--|---------------------|--|---------------|--|
| Name    |  | Relationship to you |  | Contact phone |  |
| Address |  |                     |  |               |  |

## Current Address Details

(if different to the Primary contact)

If owner occupier include details here.

|  |    |                    |                                |       |        |
|--|----|--------------------|--------------------------------|-------|--------|
| Current rent / mortgage  | \$ | per week           | How long have you lived there? | years | months |
| Current Address  |    |                    |                                |       |        |
| Agent / Landlord   |    | Phone              |                                | Fax   |        |
| Email  |    | Reason for leaving |                                |       |        |
| Was your bond refunded in full? Yes / No If No, please specify |    |                    |                                |       |        |

## Previous Rental Details

(if different to the Primary contact)

|  |    |          |                                |       |        |
|--|----|----------|--------------------------------|-------|--------|
| Rent   | \$ | per week | How long have you lived there? | years | months |
| Property address   |    |          |                                |       |        |
| Agent / Landlord   |    | Phone    |                                | Fax   |        |
| Was your bond refunded in full? Yes / No If No, please specify |    |          |                                |       |        |

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

|                       |  |   |  |  |  |
|-----------------------|--|---|--|--|--|
| Company Name          |  | Your position                               |  |  |  |
| Payroll or Accountant |  | Payroll/Accountant work phone               |  |  |  |
| Company address       |  | Net income (after tax) \$ per wk / fn / mth |  |  |  |
| Length of employment  |  | Business Type/ABN (if applicable)           |  |  |  |

## Student

|   |  |                    |  |             |  |
|---|--|--------------------|--|-------------|--|
| Are you a full time student? Yes / No             |  | TAFE / University  |  | Student No. |  |
| Contact name                                      |  | Contact No.        |  |             |  |
| Do you receive income from your parents? Yes / No |  | Amount \$ per week |  |             |  |
| Name of parents                                   |  | Phone              |  |             |  |

## Centrelink Benefits

|      |    |               |
|------|----|---------------|
| Type | \$ | per fortnight |
|------|----|---------------|

## Additional source of income

|      |    |                   |
|------|----|-------------------|
| Type | \$ | per wk / fn / mth |
|------|----|-------------------|

## Personal Referee

(cannot be related)

|                     |  |            |  |
|---------------------|--|------------|--|
| Referees Name       |  | Occupation |  |
| Relationship to you |  | Phone      |  |

## Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA or VEDA being undertaken.

## Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.



### Primary contact

Name: ..... Signature: ..... Date: .....



### Applicant two

Name: ..... Signature: ..... Date: .....



Signed \_\_\_\_\_ Date \_\_\_\_\_ PM/ID \_\_\_\_\_