

**Thank you for applying to rent your next home through Aspire Property Agents. It's our aim to make your application process as smooth as possible. Here are some important details to help make this happen:**

Our office hours are Monday to Friday 9:00am – 5:00pm and Saturday 9:00am – 3:00pm  
Or contact us at [pm@aspirepa.com.au](mailto:pm@aspirepa.com.au)

#### **IMPORTANT NOTES**

- Applications cannot be processed until this application is fully completed and all the information is supplied
- Every applicant must complete a separate application form
- The property will not be held for you until the application has been approved and a holding deposit of One weeks rent has been paid to our office and funds cleared ( NO cash accepted by our office)

#### **REQUIRED SUPPORTING DOCUMENTS**

Please submit the following supporting documents with your application.

**Your application cannot be processed until all documents have been received.**

#### **Compulsory**

- Photo Identification
- Proof of income
- Proof of previous rental history / home ownership or mortgage payment
- Two personal references

#### **100 POINT IDENTIFICATION CHECK (Minimum) - PLEASE PROVIDE PHOTOCOPIES OF ALL DOCUMENTS – PROVIDE PROOF OF ORIGINALS ON REQUEST**

<b>50 Points</b>	Recent rent ledgers	<b>30 Points</b>	Min.2 references from previous Agent/Lessor
<b>20 Points</b>	Bond refund	<b>20 Points</b>	Current Motor vehicle registration
<b>30 Points</b>	Passport	<b>10 Points</b>	Copy of Phone / Energy / Gas Account
<b>30 Points</b>	Drivers Licence	<b>10 Points</b>	Other Identification
<b>20 Points</b>	Birth Certificate		

Photo Identification (Drivers Licence, Passport, 18+ Card, University or TAFE Card)

Other Identification (Medicare card, Bank card, Pensioner card)

Proof of current address (Phone bill, Electricity account, Tenancy Agreement, Council rates notice)

Proof of regular housing payments (Rent receipts, Tenant Ledger, Proof of mortgage payments)

Proof of Income (Payslips, Bank Statements, Employee letter, Centrelink Income statement)

Written References (Personal, Rental and Employment)

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If your application is successful, you will be required to pay the following:

2 WEEKS RENT: \$ \_\_\_\_\_

BOND (4 WEEKS RENT): \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

THIS AMOUNT MUST BE CLEARED FUNDS ONLY – EG. BANK CHEQUE OR MONEY ORDER (NO CASH).

**AFTER THIS INITIAL PAYMENT, ONGOING PAYMENT VIA DIRECT DEPOSIT IS REQUESTED**

## RESIDENTIAL TENANCY APPLICATION FORM

IT IS IMPORTANT THAT YOU COMPLETE ALL PAGES OF THIS FORM FOR YOUR APPLICATION TO BE PROCESSED

PROPERTY ADDRESS: \_\_\_\_\_

I have inspected the property listed above and wish to rent the property for a period of \_\_\_\_\_ months, starting on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, at a rental price of \$ \_\_\_\_\_ per week.

### APPLICANTS DETAILS

Title: Mr Mrs Ms Miss (please circle)		
Name:	Date of Birth ____ / ____ / ____	
Are you known by any other name		
Contact number. Home:	Work:	Mobile:
Email:		
Number of dependants to reside in property:	Total occupants:	(you must list <b>ALL</b> occupants names below)
Car Registration:	Drivers Licence No:	State of issue:
Passport No:	Other ID:	
Number of cars to be kept at property	Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a Boat or Trailer be kept at the property <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please specify:		
Animals <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the animals registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have, or will you be obtaining contents insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Full name and age of all persons other than applicant wishing to occupy the premises

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CURRENT ADDRESS DETAILS

Address:	<input type="checkbox"/> Owned <input type="checkbox"/> Rented: \$ _____ per week
Name of Landlord / Agent (if applicable)	
Address:	Phone:
Email:	Period of occupancy ____ / ____ / ____ to ____ / ____ / ____
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving:	

### PREVIOUS ADDRESS DETAILS

Address:	<input type="checkbox"/> Owned <input type="checkbox"/> Rented: \$ _____ per week
Name of Landlord / Agent (if applicable)	
Address:	Phone:
Period of occupancy ____ / ____ / ____ to ____ / ____ / ____	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving:	

**INCOME DETAILS – All income is “net” or “take home” PER WEEK**

Employer:	Occupation:
Address:	
Contact Name:	Phone:
Email:	Period of employment      years      months
Net Income \$	per week <input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (      hours per week)
<b>If less than 12 months, Previous Employer</b>	
Occupation:	Employer:
Address:	
Contact name:	Period of employment      years      months
Net Income \$	per week <input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (      hours per week)
Other <input type="checkbox"/> Student	
Place of study	Course
Course length	Campus Contact      Phone:
Student Identification No.	Overseas Student: <input type="checkbox"/> No <input type="checkbox"/> Yes - Visa Expiry Date    /    /
<input type="checkbox"/> Austudy	Allowance \$      per week
<input type="checkbox"/> Pensioner Type	Allowance \$      per week
<input type="checkbox"/> Unemployment benefit	Allowance \$      per week
<input type="checkbox"/> Other income support	Allowance \$      per week
<input type="checkbox"/> Self Employed (Company name):	
Industry:	Position held:
Address:	Net Income \$      per week
<i>Please provide the following: Bank Statements, Personal/Business Tax Returns, Certificate of Business Registration</i>	

**PERSONAL REFERENCES - Does not include relatives or employer (This must be completed in full)**

Name:	Occupation:	Phone:
Relationship:	How long has this person known you?	
Name:	Occupation:	Phone:
Relationship:	How long has this person known you?	

**NEXT OF KIN - or other person to contact in case of an emergency (This must be completed in full)**

Name:	Relationship:
Address:	Phone:

# PRIVACY ACT ACKNOWLEDGEMENT FOR TENANT APPLICANTS & APPROVED OCCUPANTS

Please answer the following questions

Have you ever been evicted from a rental property?

Yes  No

Are you in debt to another Lessor / Agent?

Yes  No

If you answer yes to any of the above questions, please provide details below:

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I, the applicant, declare that the information in this application is true and correct and that I have supplied it of my own free will. I understand that you as the agent / lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness as an ingoing tenant and to follow up any outstanding debts/issues resulting from my future vacate from the property.

I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, tenant default agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, that failure to comply may be disclosed to third party operators of tenant default registry agents (TICA) and or other agents and any lawful avenue may be explored by this authorised agent/lessor to recover any outstanding debt or have restitution made with respect to this tenancy.

TICA is a tenancy database that records tenant's personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold. To obtain your information from TICA, proof of Identity will be required, and contact can be made in the following ways.

Website – [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy policies

Phone – 1902 220 346 (Calls charged at \$5.45 per minute including GST – higher from mobile or pay phones)

Mail – TICA Public Inquiries PO Box 120 CONCORD NSW 2137. (A fee of \$8.80 plus stamped self-addressed envelope is required)

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month only. Following this period all details held will be securely disposed of.

I, the applicant declare that I am not bankrupt and that the rental is within my means. I acknowledge that I have inspected the property, and that I am satisfied with its condition and cleanliness. I agree that if my application is approved, that this approval is subject to the property being available on the due date. I understand that if the property is currently tenanted or under construction/reconstruction, the approval will be given subject to the availability of the property on the due date. I agree to take no action against the Owner or AP Consultants Pty Ltd should any circumstances arise whereby the property is not available for occupation on the due date.

If the application is successful, acceptance is communicated, and one week's rent is paid, but if I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agree that this tenancy shall be binding.

By signing below, the Applicants acknowledges that they have received the Privacy Policy of the Agency

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Witness