

PREVIOUS ADDRESS APPLICANT 1	PREVIOUS ADDRESS APPLICANT 2
Address:	Address:
Status (please circle): LEASING / OWN / SELLING	Status (please circle): LEASING / OWN / SELLING
Length of time at this address:	Length of time at this address:
Reason for leaving:	Reason for leaving:
Agent details (leasing or sales):	Agent details (leasing or sales):
Contact # for agent:	Contact # for agent:
Was your bond refunded in full? (please circle) YES / NO	Was your bond refunded in full? (please circle) YES / NO
If no, why?	If no, why?
CURRENT EMPLOYMENT or CENTRELINK DETAILS APPLICANT 1	CURRENT EMPLOYMENT or CENTRELINK DETAILS APPLICANT 2
Occupation/Payment Type:	Occupation/Payment Type:
Employer/CRN:	Employer/CRN:
Work Location:	Work Location:
Contact Name (payroll / manager): Contact Number or Email:	Contact Name (payroll / manager): Contact Number or Email:
Is your employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/> Centrelink	Is your employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/> Centrelink
How long have you been with this employer?	How long have you been with this employer?
Income/Payment Amount Net:	Income/Payment Amount Net:
PREVIOUS EMPLOYMENT APPLICANT 1	PREVIOUS EMPLOYMENT APPLICANT 2
Occupation:	Occupation:
Employer:	Employer:
Work Location:	Work Location:
Was your employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual	Was your employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual
How long were you with this employer?	How long were you with this employer?
SELF EMPLOYMENT APPLICANT 1	SELF EMPLOYMENT APPLICANT 2
Company Name:	Company Name:
Business Type:	Business Type:
ABN:	Net Income per month:
Net Income per month:	ABN:
Year Established:	Year Established:
<u>You must provide your most recent Profit and Loss Statement and/or letter of income from your accountant.</u>	
STUDENT INFORMATION APPLICANT 1	STUDENT INFORMATION APPLICANT 2

Place of Study:	Place of Study:
Course Name:	Course Name:
Duration:	Duration:
Student No:	Student No:
REFEREES APPLICANT 1 (MUST NOT BE A RELATIVE)	REFEREES APPLICANT 2 (MUST NOT BE A RELATIVE)
Referee 1: Phone: Relationship to you:	Referee 1: Phone: Relationship to you:
Referee 2: Phone: Relationship to you:	Referee 2: Phone: Relationship to you:

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied or scanned and is attached to this application for EACH APPLICANT

Item	<input checked="" type="checkbox"/>	Points	<input checked="" type="checkbox"/>	Points	Item	<input checked="" type="checkbox"/>	Points	
Driver's License	<input type="checkbox"/>	40	Medicare Card	<input type="checkbox"/>	20	Bank Statement	<input type="checkbox"/>	20
Passport	<input type="checkbox"/>	40	Bank Debit/Credit Card	<input type="checkbox"/>	20	Utility Bill	<input type="checkbox"/>	20
Other Photo ID	<input type="checkbox"/>	20	Rates Notice	<input type="checkbox"/>	20			

ADDITIONAL DOCUMENTATION REQUIRED - The following documentation has been photocopied or scanned and is attached to this application for EACH APPLICANT

Item	<input checked="" type="checkbox"/>	Item	<input checked="" type="checkbox"/>
3 recent pay slips	<input type="checkbox"/>	Letter from accountant	<input type="checkbox"/>
Letter of Offer/Employment Contract	<input type="checkbox"/>	Profit and Loss Statement	<input type="checkbox"/>

PET APPLICATION			
Only complete this section if you have pets included on your application			
Type of Pet	Breed	Council Registration No.	Age & Desexed
			Y or N
			Y or N
			Y or N

The tenant acknowledges & agrees to the following terms;

1. I/we are applying to have the above pets approved to reside at the premises, if approved these pets will be listed on the General Tenancy Agreement subject to special terms and conditions. We acknowledge that should a pet be kept at the property without prior approval, we may be required to remove the pet or have the tenancy terminated.
2. I/we acknowledge pet approval may be subject to specific criteria and approval is NOT guaranteed.
3. I/we confirm the above information is true and correct.

Signature: _____ Signature: _____ Date: _____

HOLDING FEE & DECLARATION

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, commencing from the day the holding deposit is paid to the Agent.

The Agent undertakes that:

- No other Holding Fee has been received for the premises;
- The fee will be refunded in full if the landlord decides not to enter into a residential tenancy agreement with the Applicant for the premises during the holding period;
- The fee will be refunded in full if the landlord does not carry out (during the holding period) repairs or other work upon which it is a condition of entry into a Residential Tenancy Agreement with the Applicant;
- If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Holding Fee of one week rent. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied to another applicant during the holding period, the landlord may retain the portion of the Fee representing the rent that would have been paid during the Holding Period (based upon the proposed rent), but must refund the remainder.

PLEASE COMPLETE THE \$ AMOUNTS WHEN SIGNING:

I/we, the Applicant/s hereby offer to rent the above mentioned property from the owner under a lease to be prepared by The Property Market. Should this application be approved, I/we acknowledge that I/we will be required to pay rent of \$ _____ per week and that it is within my/our financial means to do so.

I/we agree to pay the following should my application be approved:

First week rent in advance (holding deposit- payable within 24 hours of approval)	\$
Rental Bond (equivalent to 4 weeks rent, payable upon signing the tenancy agreement)	\$
Second week rent in advance (payable upon signing the tenancy agreement)	\$

I/we acknowledge that this application is subject to the final approval of the owner and that should my/our application be declined the agent is not obligated to disclose why it has not been approved.

I/we acknowledge that should any documentation required not be supplied, my application will not be processed.

I/we declare that all information contained in this application is true and correct and given of my/our own free will.

I/we declare that I/we have inspected the premises and am satisfied with the current condition and cleanliness of the property.

PRIVACY DISCLOSURE STATEMENT

The Property Market is an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our Privacy Officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected. If you are not approved for this property, your application may be collected by you in person, if not collected from us within 48 hours of notification it will be securely destroyed.

CONSENT

I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise The Property Market to collect information about me from:

1. My current and previous letting agents and/or landlords;
2. My personal and business referees listed on this application;
3. My current and previous employer
4. Any Tenancy Default Database which may contain personal information about me. I also authorise The Property Market to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA). I authorise The Property Market to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties- valuers, contractors, sales people, insurance companies, body corporate, other agents, tenancy default databases and law enforcement agencies.

I authorise the recipient of this form to provide any information requested to The Property Market as I understand that this information will be used to assess my tenancy application.

Name & Signature Applicant 1:

Date:

Name & Signature Applicant 2:

Date: