

# Tenancy Application Form



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## LEASE DETAILS

Property Address: \_\_\_\_\_

Rent \$ \_\_\_\_\_ Per \_\_\_\_\_  
Commencing from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for a period of \_\_\_\_\_ months

Number of occupants: Adults \_\_\_\_\_ Children and their ages \_\_\_\_\_

Pets Yes  No  How many and breed: \_\_\_\_\_ Registered Yes  No

## PERSONAL DETAILS

Your Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers Licence number: \_\_\_\_\_ Vehicle Registration Number: \_\_\_\_\_

Your current Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Your contact details: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Smoker Yes  No  \*\*\*SMOKE FREE PREMISES\*\*\* NO SMOKING INSIDE

## NEXT OF KIN / EMERGENCY CONTACT

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

## CURRENT PROPERTY DETAILS

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Property Owner or Landlord: \_\_\_\_\_

Contact Details for Above: Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

How Long Have You Lived At This Address: \_\_\_\_\_ Rent Paid (if applicable): \$ \_\_\_\_\_

## PREVIOUS PROPERTY DETAILS

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Property Owner or Landlord: \_\_\_\_\_

Contact Details for Above: Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

How Long Did You Lived At This Address: \_\_\_\_\_ Rent Paid (if applicable): \$ \_\_\_\_\_

**CURRENT EMPLOYMENT / INCOME DETAILS**

What is your Occupation: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Nature of Employment (fulltime-part time-casual): \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

\_\_\_\_\_ Nett Income Per Week: \$ \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**PREVIOUS EMPLOYMENT / INCOME DETAILS**

What was your Occupation: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Nature of Employment (fulltime-part time-casual): \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

\_\_\_\_\_ Net Income Per Week: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**CONTACTS / REFEREES (not related to you)**

1. Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone Numbers: \_\_\_\_\_

2. Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone Numbers: \_\_\_\_\_

Has your tenancy ever been terminated by a landlord or agent? Yes  No

If yes give details: \_\_\_\_\_

Have you ever been refused a property by any landlord or agent? Yes  No

If yes give details: \_\_\_\_\_

Are you in debt to another landlord or agent? Yes  No

If yes give details: \_\_\_\_\_

Have any deductions ever been made from your rental bond? Yes  No

If yes give details: \_\_\_\_\_

**DETAILS OF STUDY**

Place of study: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Length: \_\_\_\_\_ Enrolment/ Student Number: \_\_\_\_\_

Campus Contact Number: \_\_\_\_\_ Course Co-ordinator: \_\_\_\_\_

**If you are approved:**

**You will need to put 1 weeks deposit down to secure the property**

**You will need to make an appointment to sign the lease documents and you will be required to bring the following:**

**BOND:** (4 weeks rent) – Cash, Bank Cheque or Money Order  
Please make cheque out to **THE RENTAL BOND BOARD**

**2 Weeks Rent + BOND** – Cash, Bank Cheque or Money Order  
Please make cheque out to Levywall Investments Pty Ltd

**PRIVACY POLICY**

IN ACCORDANCE WITH SECTION 18n(1) (b) OF THE PRIVACY ACT 1988, THE APPLICANT ACKNOWLEDGES AND CONSENTS TO THE AGENT VERIFYING PERSONAL EMPLOYMENT REFERENCES AND TENANT HISTORY REFERENCES NAMED ON THIS APPLICATION. I UNDERSTAND THIS INFORMATION MY BE USED TO ASSESS MY APPLICATION.

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during 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 landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and / or landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant perusal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and / or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. 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

**Name of Applicant (please print):**

**Signature of Applicant:**

**DATE:** / /

**Signature of Real Estate Agent:**

**DATE:** / /

**Tenancy Applicants Please Note:**

The following information **MUST BE SUPPLIED** when submitting applications before we can begin to process your application:

**Photocopy of Photo Identification** (Current Drivers Licence, Passport or 18+ Card)

**Photocopy of Proof of Residency** (Electricity Bill, Bank Statement)

**Print out of Tenant Ledgers from your Previous Tenancies** (From Your Real Estate Agent)

**Photocopy of Proof of Income** (Four Most Current Pay Slips, Current Bank Statement, Letter From Employer, Current Centerlink Statement)

## **100 POINT CHECK LIST**

Before any properties will be considered  
each applicant MUST provide 100 points.  
These must be provided with your application.

NO APPLICATIONS WILL BE CONSIDERED  
WITHOUT PHOTO ID AND PROOF OF INCOME

- |   |           |
|---|-----------|
| <input type="checkbox"/> Last four rent receipts                      | 50 points |
| <input type="checkbox"/> Drivers licence                              | 40 points |
| <input type="checkbox"/> Birth certificate                            | 40 points |
| <input type="checkbox"/> Passport                                     | 30 points |
| <input type="checkbox"/> Photo ID (other than licence)                | 30 points |
| <input type="checkbox"/> Min 2 References from previous agents        | 20 points |
| <input type="checkbox"/> Current motor vehicle registration           | 10 points |
| <input type="checkbox"/> Current income statement                     | 10 points |
| <input type="checkbox"/> Current phone bill <i>with address</i>       | 10 points |
| <input type="checkbox"/> Current electricity bill <i>with address</i> | 10 points |
| <input type="checkbox"/> Current gas bill <i>with address</i>         | 10 points |
| <input type="checkbox"/> Current bank statement <i>with address</i>   | 10 points |

Should you not be able to meet the  
100 check points please speak to our property manager.

**Please Note:** If you have never rented before, written character references from a current employer or local businesses (Must be word processed on a letterhead).

This application will not be processed unless it is **COMPLETED IN FULL** and **ALL DOCUMENTS ARE RECEIVED**

Our agency is not required by law to give a reason should this application be unsuccessful.

If this application is successful, no keys will be handed out unless all ingoing expenses have been paid in full. You must allow at least 48 hours for bank transfers to appear on our bank statement.

By completing this application you agree to our Agency running relevant internet searches on you.