

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease Term:

No. occupying the property:

How many children:

Children ages:

No. and type of pets:

PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Date of Birth:

Passport No:

Passport Country:

Drivers Licence No:

Drivers Licence State:

NEXT OF KIN

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

CURRENT TENANCY DETAILS

Current Address:

Name of Landlord / Agent:

Phone:

Length of time at current address:

Rent Paid:

Reason for leaving:

PREVIOUS RENTAL HISTORY 1

Previous Address:

Name of Landlord / Agent:

Phone:

Length of time at above address:

Rent Paid:

CURRENT EMPLOYMENT

Occupation:

Current Employer:

Length of Employment:

Net weekly income:

Contact Name (pay roll / manager):

Employers Address:

Contact Number:

SELF EMPLOYMENT DETAILS (if applicable)

Company Name:

ABN:

Business Type:

Business Address:

Net Income From:

Accountant Name:

Phone:



PREVIOUS EMPLOYMENT

Occupation: Previous Employer: Length of Employment:
Net weekly income: Contact Name (pay roll / manager):
Employers Address: Contact Number:

STUDENT INFORMATION

Place of Study: Course Name: Course Length:
Enrolment / Student No: Campus Contact: Contact Number:
Course Co-ordinator: Contact Number:

REFEREES

Business referee (1): Relationship: Phone:
Personal referee (1): Relationship: Phone:

Please answer the following:

Have any of your previous tenancies been terminated? Yes No
Are you in debt to another lessor or Agent? Yes No
Is there an existing reason that may affect your rent payment? Yes No

If yes, please provide details:

PRIVACY ACT ACKNOWLEDGEMENT & CONSENT

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

METRO RENTALS

Level 5 Toowong Tower, 9 Sherwood Road, TOOWONG QLD 4066
Phone: 1300 800 396 | Fax: 07 3310 8763 | Email: info@metrorentals.com.au

In accordance with section 18n(1)(b) of the Privacy Act, I authorise you to give and obtain information from all credit providers and references named in this application. We will also check if any details of tenancy defaults by you are held on a tenancy default database. We use the databases operated by TICA and NTD. I understand this can include information about my credit worthiness, standing, history and/or capacity. I understand this information may be used to assess my application. We may disclose information about you to the Lessor of the property to which this application relates. If this application is successful, we may disclose information to service providers relevant to the tenancy relationship, including maintenance contractors and the Lessors' insurers.

Applicant's Signature: Name: Date:.....

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

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

DISCLAIMER / AUTHORITY

I, the said applicant do solely and sincerely declare that the information contained in this application is true and correct and that all of the information provided is given of my own free will. I authorise the letting agent to conduct any enquiries and/or searches with regard to the information and references supplied in this application.

1. I have been informed, understand and agree the weekly rental for the proposed property and that this rental is within my means of support. I am not an undischarged bankrupt.
2. I understand and agree that the rent for the property is to be paid at least 2 weeks in advance at all times, regardless of whether is to be paid weekly, fortnightly or calendar monthly.
3. The bond for the property will be equivalent to 4 week's rent – and I agree to pay the full bond on or before the commencement of the tenancy. (PLEASE NOTE – OUR OFFICE DOES NOT ACCEPT ANY FORM OF BOND TRANSFERS). I agree and understand that the agent will lodge the full bond for the duration of the tenancy with the Residential Tenancies Authority.
4. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from



information supplied by me. Should the application not be accepted, the agent is not required or obligated to disclose any reasons why the application has been rejected.

5. It is agreed that I will pay a holding deposit equivalent to one week's rent within 24 hours of my application being approved. If I change my mind within 24 hours of being accepted, the holding deposit will be refunded in full by cheque. If after 24 hours of being approved, I wish to withdraw my application, I agree to forfeit the holding deposit as compensation to the Lessor. After the Lessor or Agent has given verbal approval, the tenancy shall be binding by both the Lessor and Tenant.
6. I have been informed that this office is a member of TICA (Tenancy Information Centre of Aust) and NTD, and I give consent and authority for all necessary enquiries to be made in relation to this application. I acknowledge and agree that should any default occur during the period of my tenancy, details of such default will be reported to TICA and any associated tenancy default registers.

Applicant's Signature: Name: Date:.....

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

\$	rent per week.	Date of commencement:	/	/	Lease period:
First payment of rent in advance:	\$				
2 weeks of rent in advance:	\$				
Tenant's share of cost of preparing tenancy agreement:	\$				
Other Items:	\$				
Less (deduct Reservation / Holding Fee):	\$				
Amount payable on Signing Tenancy Agreement:	\$				

I acknowledge that this application is subject to the approval of the Investor. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Tenant Name

Signature

Date

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	<input checked="" type="checkbox"/>	Points	Initial		<input checked="" type="checkbox"/>	Points	Initial
Drivers Licence/Proof of Age	<input type="checkbox"/>	30		Bank/Debit/Credit Cards	<input type="checkbox"/>	15	
Passport	<input type="checkbox"/>	30		Bank Statement	<input type="checkbox"/>	15	
Australian Citizenship Certificate	<input type="checkbox"/>	20		Medicare/Health Card	<input type="checkbox"/>	15	
Current Wage Advice	<input type="checkbox"/>	15		Utilities Account (eg. Electricity)	<input type="checkbox"/>	15	
Student ID	<input type="checkbox"/>	20		Previous Tenancy Agreement/Reference	<input type="checkbox"/>	15	
Birth Certificate	<input type="checkbox"/>	15		Others			

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date

