

# Residential Tenancy Application Schedule



1. AGENT: Company Name/Legal Entity:

Street 1:

Street 2:

Suburb:

State:

Postcode:

ABN (if applicable):  RLA No:

Telephone: W:

F:

M:

Email:

## 2. PREMISES:

Street 1:

Street 2:

Suburb:

State:

Postcode:

## 3. RENT:

Amount: \$  per week

Frequency: Payable in advance:  Weekly  Fortnightly  Calendar monthly

## 4. BOND:

\$

## 5. TENANCY

6 months

12 months

Other

Date able to occupy

/

/

/ 20

## 6. APPLICANT:

Mr

Mrs

Ms

Miss

Date of Birth

Full Name:

Joint Application with:

## 7. CONTACT DETAILS:

Telephone:

W:

H:

M:

F:

Email:

## 8. IDENTIFICATION:

Drivers Licence No:

Car Registration No:

Passport No:

Pension No. and Type:

# Residential Tenancy Application Schedule



## 9. EMPLOYMENT:

Occupation:

Business Name:

Street 1:

Street 2:

Suburb:  State:  Postcode:

Supervisor/Manager:  Telephone:

Length of Service:  years  months

Gross Weekly Income: \$

Other Income/Source:

\*Name of Accountant:  Telephone:

\*\*Previous Employment:  Telephone:

Occupation:

Business Name:

Street 1:

Street 2:

Suburb:  State:  Postcode:

**\* If Self Employed**

**\*\* If current employment is less than 2 years**

## 10. IF NOT CURRENTLY EMPLOYED:

Income / Source:

Amount: \$  per \* week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

## 11. STUDENT:

College/TAFE/University:  Student No:

Faculty/Course:

Income / Source:

Amount: \$  per \* week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

\* Strike out as applicable

# Residential Tenancy Application Schedule



## 12. RENTAL HISTORY:

Current Landlord/ Agent:

Name:

Street 1:

Street 2:

Suburb:  State:  Postcode:

Telephone:

Current Rent: \$  per week Length of time at current address:  years  months

Reason for Vacating:

Current Address:

Street 1:

Street 2:

Suburb:  State:  Postcode:

\*\*\* Previous Landlord/ Agent:

Name:

Address:

Telephone:

Property Rented:

\*\*\* If less than 2 years at current address

## 13. PERSONAL/BUSINESS REFEREES:

Name:  Telephone:

Relationship:

Name:  Telephone:

Relationship:

## 14. RELATIVES (closest relative not residing with you):

Name:

Street 1:

Street 2:

Suburb:  State:  Postcode:

Telephone: W:  H:

M:  F:

Relationship:

## 15. OTHER OCCUPANTS (Full details of all persons who will reside at the property):

*Note: All persons over 18 years must complete a separate Application*

Name:  Age:

Name:  Age:

Name:  Age:

Name:  Age:

Name:  Age:

Name:  Age:

# Residential Tenancy Application Schedule



## 16. PETS:

Do you have any pets?  Yes  No

If yes, provide details:

## 17. FOR STATISTICAL PURPOSES ONLY:

Please indicate where you saw this Property advertised?

Advertiser

Window Display

Signboard

Catalogue

Website (specify)

Other (specify)

## IMPORTANT INFORMATION FOR TENANTS

### 1. TENANT COSTS:

*Note: Tenants are required to pay additional costs for services as indicated*

All water usage costs adjusted for the period of tenancy

All water usage costs in excess of  kL per annum, with such allowance to be adjusted for the period of tenancy

All water supply charges adjusted for the period of tenancy

No charge for water

Other (specify)

Electricity  Gas  Telephone  Other (specify)

**If the Property is not individually metered for a service, the Tenant must pay an apportionment of the cost of the service as set out below:**

### 2. RENT PAYMENT METHOD:

The Applicant/s understand that the Agent will accept rent payments in the following form/s:

Cash

Bank Deposit Book

Direct Debit

Rent Card

Bank Cheque

Internet Transfer

Credit Card

Other

### 3. EXCLUSIONS (IF ANY):

List any Property which is not included in the Tenancy:

### 4. ACKNOWLEDGMENT:

In making this Application the Applicant/s acknowledge that the Landlord and/ or Agent do not represent or guarantee that a telephone line or television aerial is connected to the Premises, even if one or more telephone / aerial outlet plug/s is located in the premises.

# Residential Tenancy Application Terms and Conditions



## 1. APPLICATION

The Applicant applies to the Agent to let the Property in accordance with the Terms and Conditions of this Application

## 2. APPLICANT'S OBLIGATIONS

### 2.1 The Applicant warrants that:

- 2.1.1 it has the legal capacity to enter into the formal REISA Residential Tenancy Agreement ("Residential Tenancy Agreement") which was made available to the Applicant by the Agent for inspection;
- 2.1.2 all information provided to the Agent in relation to this Application is true and correct and the Applicant undertakes to promptly advise the Agent of any change to that information;

### 2.2 The Applicant acknowledges that:

- 2.2.1 it must sign the Residential Tenancy Agreement as soon as reasonably practicable following acceptance of this Application by the Landlord;
- 2.2.2 it is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by the Applicant and returned to the Agent;
- 2.2.3 it agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement;
- 2.2.4 it must provide the Bond plus an amount equal to two (2) weeks' rent in cash or by bank cheque before taking possession of the Property.

## 3. AUTHORITY

### 3.1 The Applicant authorises the Agent:

- 3.1.1 to make all necessary enquiries to verify the information provided by the Applicant in this Application;
- 3.1.2 to provide information related to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to enquire about that matter;

### 3.2 The Applicant authorises their current employer, previous employer (if applicable), accountant (if applicable), current landlord/agent (if applicable), previous landlord/agent (if applicable), and referees as set out in this Application to disclose details of its tenancy, employment and/or character to the Agent for the purpose of processing this Application.

## 4. INCONSISTENCY

Subject to clauses 2.2.2 and 2.2.4 of this Application, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement the terms of the Residential Tenancy Agreement prevail.

## 5. PRIVACY ACT 1988

- 5.1 The personal information the Applicant 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 this Applicant in this Application and during the course of the tenancy (if this Application is approved) 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 residential tenancy databases.
- 5.2 Information already held on residential 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, this fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of residential tenancy databases and/or other agents.

FULL NAME OF APPLICANT:

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE:  /  / 20

- The Applicant acknowledges receipt of the Agent's disclosure of the Agent's usual use of residential tenancy database/s, the names of the database/s and contact details.

### Note:

- 1. All items on this Application must be completed in full.
- 2. REISA recommends that you should not sign any document unless you are satisfied that you understand its terms.
- 3. Use of this Application by a non-member of REISA is a breach of Copyright.

## 100 POINT IDENTIFICATION CHECK

100 points of identification needs to accompany this Application.

(please attach relevant copies)

At least one (1) form of identification must be photographic.

TYPE	POINTS	
Drivers Licence	40	<input type="checkbox"/>
Passport	40	<input type="checkbox"/>
Birth Certificate	30	<input type="checkbox"/>
Student Card	30	<input type="checkbox"/>
Other Photo ID	30	<input type="checkbox"/>
Current Wage Advice	20	<input type="checkbox"/>
Previous Tenancy Reference	20	<input type="checkbox"/>
Previous Rental Payment History	20	<input type="checkbox"/>
Motor Vehicle Registration Certificate	10	<input type="checkbox"/>
Bank Statement	10	<input type="checkbox"/>
Telephone Account	10	<input type="checkbox"/>
Electricity Account	10	<input type="checkbox"/>
Gas Account	10	<input type="checkbox"/>
<b>TOTAL</b>		<input type="text"/>

The Agent usually uses a residential tenancy database/s to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant.  Not Applicable  Yes

If yes, provide details of the residential tenancy database/s usually used:

Name of residential tenancy database:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
Website address:	<input type="text"/>
Name of residential tenancy database:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
Website address:	<input type="text"/>
Name of residential tenancy database:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
Website address:	<input type="text"/>

# Residential Tenancy Application Tenant Reference Check



TO: \* Agent/Landlord  Fax no:

Email:

The Applicant has provided your details as a current or previous \*Agent/Landlord and has authorised us to request information about the tenancy from you. Please return the completed form by fax to (08)

or email:

APPLICANT(S):

PROPERTY RENTED:

I / We, the above named applicant(s) agree for the information to be released.

SIGNATURE OF APPLICANT:

\_\_\_\_\_ DATE:  /  / 20

PERIOD OF RENTAL: DATE:  /  / 20 TO:  /  / 20

RENT PAID PER WEEK: \$

WAS THE APPLICANT THE LEASEHOLDER OR OCCUPANT?  Leaseholder  Occupant

WAS THE RENT EVER IN ARREARS:  Yes  No If yes, please provide details:

WAS ANY NOTICE TO REMEDY ISSUED?  Yes  No If yes, please provide details:

WAS THE PROPERTY KEPT IN A CLEAN AND TIDY MANNER?  Yes  No

WERE ANY PETS KEPT?  Yes  No

WERE THERE ANY PROBLEMS?  Yes  No If yes, please provide details:

WAS THE GARDEN SATISFACTORILY MAINTAINED?  Yes  No

WERE THERE ANY DEDUCTIONS FROM THE BOND OR DISPUTES AT THIS TIME?  Yes  No If yes, please provide details:

WOULD YOU RENT TO THE APPLICANT(S) AGAIN?  Yes  No

ANY OTHER RELEVANT INFORMATION:

Thank you for your assistance.

\_\_\_\_\_ DATE:  /  / 20

Signature of Property Manager

Full Name of Property Manager



Ennis Partners Pty Ltd  
residential tenancy database/s.

disclosure of the Agent's usual use of

***This notice is to be retained by the Applicant***  
***Do not return this page to the Agent***

The Agent usually uses a residential tenancy database/s, listed below, to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant.

Name of residential tenancy database:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
Website address:	<input type="text"/>
Name of residential tenancy database:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
Website address:	<input type="text"/>
Name of residential tenancy database:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
Website address:	<input type="text"/>