

## TENANCY APPLICATION

Thank you for your application. Please use the following information and check list to assist you to complete this application form so it will be processed as quickly as possible, to get you into your new home as soon as possible!

Before completing your application please remember:

- One application form is to be completed per person (separate form not required for children)
- This form won't be processed if incomplete or without supporting documents attached
- A Flat Rate Property Manager will contact you within 24 hours of your application being received
- The application must be accompanied by copies of the items listed below for a 100 point identification check. A copy of your driver's licence or passport will be required with your application.

**PLEASE NOTE, you must include an item from each section below**

### Section One

- |                     |           |                          |
|---------------------|-----------|--------------------------|
| • Driver's Licence  | 40 points | <input type="checkbox"/> |
| • Passport          | 40 points | <input type="checkbox"/> |
| • Birth Certificate | 30 points | <input type="checkbox"/> |
| • Other ID photo    | 20 points | <input type="checkbox"/> |

### Section Two

- |  |           |                          |
|--|-----------|--------------------------|
| • Current wage advice                              | 30 points | <input type="checkbox"/> |
| • Previous tenancy reference/copy of tenant ledger | 30 points | <input type="checkbox"/> |

### Section Three

- |  |           |                          |
|--|-----------|--------------------------|
| • Previous two rent receipts             | 20 points | <input type="checkbox"/> |
| • Motor vehicle registration certificate | 10 points | <input type="checkbox"/> |
| • Bank statement                         | 10 points | <input type="checkbox"/> |
| • Telephone account                      | 10 points | <input type="checkbox"/> |
| • Electricity account                    | 10 points | <input type="checkbox"/> |
| • Gas account                            | 10 points | <input type="checkbox"/> |
| • Pet registration papers                | 10 points | <input type="checkbox"/> |

## TENANT APPLICATION CHECKLIST

- Attached photocopied documents meeting the 100 (or more) points of ID
- Inspect the property both internally and externally
- Application form is complete and correct
- Provide all contact details and documentation for confirmation of income source
- Read and signed the Privacy Disclosure Statement & Privacy Consent

**PARTICULARS**

1. Rental Property Address  
\_\_\_\_\_
2. How did you find out about this property?  
\_\_\_\_\_
3. Full Name  
\_\_\_\_\_
4. Current Address  
\_\_\_\_\_
5. Contact Details  
\_\_\_\_\_
  - a. Home  
\_\_\_\_\_
  - b. Mobile  
\_\_\_\_\_
  - c. Fax  
\_\_\_\_\_
  - d. Email  
\_\_\_\_\_
6. Personal details  
\_\_\_\_\_
  - a. Date of Birth  
\_\_\_\_\_
  - b. Drivers License Number / Exp  
\_\_\_\_\_
  - c. Passport Number / Exp  
\_\_\_\_\_
7. Current Rental Details  
\_\_\_\_\_
  - a. Weekly Rent  
\_\_\_\_\_
  - b. Length of time living there?  
\_\_\_\_\_
  - c. Agent  
\_\_\_\_\_
  - d. Agent Phone Number  
\_\_\_\_\_
8. Employment  
\_\_\_\_\_
  - a. Current Employer  
\_\_\_\_\_
  - b. Contact Name  
\_\_\_\_\_
  - c. Your Position  
\_\_\_\_\_
  - d. Length of Employment  
\_\_\_\_\_
  - e. Business Phone Number  
\_\_\_\_\_
  - f. Net Wage (Weekly)  
\_\_\_\_\_
9. If Self Employed  
\_\_\_\_\_
  - a. Business Name  
\_\_\_\_\_
  - b. Accountant's Details  
\_\_\_\_\_
  - c. Address  
\_\_\_\_\_
  - d. CAN  
\_\_\_\_\_
  - e. ABN  
\_\_\_\_\_
  - f. Industry  
\_\_\_\_\_
  - g. How long have you been self employed?  
\_\_\_\_\_

10. If student

a. Institution

b. Course

c. Duration Remaining

d. For students or persons not currently working, verification of income source must be supplied. Please indicate the documents you have supplied to support this information:

i. Parent or Guardian

ii. Bank Statements

iii. Centerlink Documents

iv. Austudy Documents

v. Other

11. Australian Citizen or Permanent Resident?

12. Vehicle Information

a. Total number of vehicles to be kept on premises

i. Car Registration

ii. Model

iii. Car Registration

iv. Model

v. Car Registration

vi. Model

13. Occupancy Details

a. Total Number of occupants who will live on this property

b. Number of Children

c. Pets

i. Dog

ii. Cat

iii. Other

iv. Desexed

v. Registration Number

14. Name of each Occupant

a. Name

b. Name

c. Name

d. Name

e. Name

f. Name

g. Name

15. Emergency Contact Details

a. Name

b. Relationship

c. Address

d. Phone

16. Personal References

a. Name

b. Occupation

c. Phone

**PRIVACY DISCLOSURE STATEMENT OF FLAT RATE PROPERTY MANAGEMENT**

I authorise Flat Rate Property Management to collect or release information about me:

- The owner or the agent of my current and/or previous residence;
- My personal referees and employers;
- Any record, listing or database of defaults by tenants;
- If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent considers had a interest in receiving such information

I authorise Flat Rate Property Management to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia.

I, the applicant, acknowledge that I have read the Privacy Notice of Flat Rate Property Management.

Applicant's Full Name (Please Print)

Applicant's Signature



\* when you're ready to save