

ROOM DETAILS

Address of facility			
Room Number		Rent per week	\$
Proposed Lease term	(Please circle) 6 months 12 Months	Start Date	

I confirm that I have personally inspected the premises on (date) _____ (please sign) _____

Applicants details

Applicants full name			
Date of birth		Drivers licence number	
Passport Number		Vehicle type and registration	
Phone number		Email address	

Do you smoke? Yes No Please note: smoking is only permitted on the outside of the premises.

Your current address

What is your current address

Postcode:

Are you the: owner / Tenant (circle)

How long have you lived at your current address:

Years	Months
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Weekly rent paid

\$

Why are you leaving this address:

Landlord/Agents name

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Landlord agents phone no.

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Your previous address

What is your previous address

Postcode:

Are you the: owner / Tenant (circle)

How long have you lived at your current address:

Years	Months
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Weekly rent paid

\$

Why are you leaving this address:

Landlord/Agents name

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Landlord agents phone no.

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Employment/Student Details

If you are not employed please refer to part 2

Part 1 Employment

Please provide your employment details

What is your occupation?

(Please tick)

Full time Part time Casual

Employers name

Employers Address

Contact person Contact phone number

<input type="text"/>	<input type="text"/>
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Length of employment

<input type="text"/>	<input type="text"/>
Years	Months

Net income per week

Part 2 Student course information

What course are you currently studying?

How many years into your course (Please tick)

1st 2nd 3rd 4th 5th

Where is your course located?

(Please tick)

Is your course: Full time Part time

Student income details

Please specify your income if not currently employed

Centrelink payments

Family support

University income/Scholarship

Net income per week

All students to supply copy of current Student ID Card

Student ID Card No:

Contacts / References

Please provide a contact in case of emergency

First Name

Surname

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

Please provide two personal reference

(Not related to you)

First Name

Surname

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

First Name

Surname

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

Under Clause 24 of the Residential Tenancy Act 2010 and subject to the provision of that clause, if your application is approved, you may then be required to pay within 24 hours a holding deposit of up to one week's rent. If you proceed with the tenancy, the deposit will go towards the rent. If you refuse to proceed and do not enter into an agreement, the deposit can be retained by the owner.

By checking the box you agree to pay, if required a holding fee if your application is approved. You also acknowledge that should you withdraw from the tenancy following the payment of the holding fee, the owner may retain the full fee.

How did you hear about us?

UON off campus list

Domain.com.au

Realestate.com.au

Flatmates

Other: _____

Supporting Documents

Your application will not be processed unless you provide photocopies of the following documents. If you require our office to photocopy any documents, there will be a charge of \$1.00 per page.

For your application to be processed, you are required to provide photocopies of the following documents (checklist)

***Students must supply proof of studies to be considered for Student/Share accommodation.**

1. Photo identification (E.g. drivers licence, passport)
2. Rental ledger or receipts
3. *Copy of course enrolment (students only)
4. *Student card (students only)
5. Utility account in your name
6. Evidence of income
 - i. Centrelink statement
 - ii. Pay slips
 - iii. Bank statement detailing 3 months
 - iv. *Scholarship (students only)
7. References, both personal and professional
8. Current ATM balance or bank statement

Please note: 1 application per person listed on the lease is required.

Terms and conditions

I authorise that the above information may be used to carry out a credit check on me. I also agree that should I be in breach of any express or implied provision of the Tenancy Agreement or any provision of the Residential Tenancies Act, that I am responsible for the landlords costs incurred in undertaking collection action to recover his/her losses.

Payment methods accepted

We accept payments via bank cheque, money order Eftpos and BPay. **WE DO NOT ACCEPT CASH PAYMENTS**

Declaration

I hereby offer to rent the room from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter Into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. 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 not bankrupt.

I authorise the Agent to obtain personal Information from:

- A. The owner or the Agent of my current or previous residence;
- B. My personal referees and employer/s;
- C. Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting NTD: 1300 563 826 TICA: 1902 220 344 TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- A. communicate with the owner and select a tenant;
- B. prepare lease/tenancy documents;
- C. allow tradespeople or equivalent organisations to contact me;
- D. lodge/claim/transfer to/from a Bond Authority
- E. Refer to Tribunals/Courts & statutory Authorities (where applicable)
- F. Refer to collection agents/lawyers (where applicable);
- G. Complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Name of applicant

Signature of applicant

Date: