

## APPLICATION FOR TENANCY

### DETAILS OF PROPERTY

Address

  

Length of tenancy required

 Day(s)  Month(s)  Year(s)

Date property required

 dd/mm/yy

Number of people to be residing in the property

 Adults  Children

Name of other applicants

  

Property rental \$  Per week

### PERSONAL DETAILS

Title

Surname

Given names(s)

Date of birth

Home phone number

Mobile phone number

Work phone number

Fax number

Email address

Drivers license no.

State license issued

Alternate ID

State ID issued

### NEXT OF KIN (not residing at this property)

Surname

Given names(s)

Relationship to you

Phone number

### DETAILS OF CURRENT TENANCY

Current address

  

Length of tenancy

 Year(s)  Month(s)

Reason for leaving this address

  
  

#### Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/Agent phone number

Property rental

 \$  Per week

### DETAILS OF PREVIOUS TENANCY

Previous residential address

  

Length of tenancy

 Year(s)  Month(s)

Reason for leaving this address

  
  

#### Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/Agent phone number

Property rental

 \$  Per week

### DETAILS IF NOT RENTING

Detail of current accommodation (eg. selling, at home)

### OTHER DETAILS

Do you have, or are you considering getting, a pet?

Details of pets and number

Do you smoke?

Do you smoke indoors?

Will you water and care for a garden?

**EMPLOYMENT HISTORY**

Current occupation

Employer's name (or accountant's name if self-employed)

Employer's address (accountant's address if self-employed)

  

Length of employment

 Day(s)  Month(s)  Year(s)

Net Income \$  Per annum

Contact name

Relationship to you

Phone number

**REFERENCES (not related to you)**

Referee name #1

Relationship to you

Phone number

Referee name #2

Relationship to you

Phone number

**TO BE PROVIDED WITH APPLICATION**

Payslips for last two pay periods  Y/N

Copies of two forms of identification (original to be sighted), tick appropriate box:

Proof of Age card	<input type="checkbox"/>	Citizenship Cert.	<input type="checkbox"/>
Passport	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>
Drivers license	<input type="checkbox"/>	Medicare card	<input type="checkbox"/>
Other (provide details)	<input type="text"/>		

**PRIVACY STATEMENT**

The personal information the Applicant provides in this application or is collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and the application and to manage the tenancy. The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law.

Information already held on the tenancy reference databases may also be disclosed to the agent and/or the 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 personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of the tenancy/reference databases and/or other agents. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting our office on the above number to organise an appointment. The Applicant can also correct the 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.

**APPLICANT DECLARATION**

I hereby offer to rent the above-mentioned property in its current condition as inspected by myself from the owner under a lease to be prepared by the Agent.

I acknowledge that the application is subject to the approval of the owner/landlord.

I declare that all information contained in this application is true and correct and that I am not a bankrupt.

I declare that I have inspected the premises.

I declare that the information supplied is true and correct. I confirm that I have read the above Privacy Statement.

I authorise the Agent to obtain personal information about me from the contacts provided in this Application. I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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 that I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to verify my identity, process and evaluate my application and to manage the tenancy.

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.

I am aware that I may access my personal information through contacting the Agent.

Applicants signature

Date

## INFORMATION FOR APPLICANTS

Thank you for applying for a property through Edge Real Estate.

Please refer to the Renting Book for information on your rights and responsibilities under residential tenancy laws. The Renting Book can be found on the internet as follows:

[http://www.ors.act.gov.au/FairTrading/pdfs/Industries/Guides/Renting\\_book\\_2007.pdf](http://www.ors.act.gov.au/FairTrading/pdfs/Industries/Guides/Renting_book_2007.pdf)

### COMPLETING THE APPLICATION FORM

- 1 An application must be completed for each adult (over 18 years) applying for the tenancy
- 2 Applications must be completed in full to be considered
- 3 Copies of ID and payslips as requested on the form are to be provided with the application  
Originals will need to be sighted by an Edge Real Estate sales person if the application is successful
- 4 Applications can be emailed or mailed to the contact details listed below

### PROCESSING OF APPLICATIONS

- 1 Applications will be processed as quickly as possible, please allow 48 hours
- 2 Applicants will be advised of the outcome of their application
- 3 Unsuccessful applications will be destroyed

### SUCCESSFUL APPLICATIONS

- 1 If your application is successful, you will be contacted by an Edge Real Estate salesperson to sign a Tenancy Agreement
- 2 The property will remain on the market until the Tenancy Agreement is signed
- 3 Bond will be payable at the beginning of the tenancy:  
Amount                    four weeks rent  
Payment type      Bank cheque or money order payable to the Office of Rental Bonds
- 4 Upon signing the Tenancy Agreement an initial rent payment will be required  
Edge Real Estate only accepts direct deposits  
Rent is payable monthly in advance

### CONTACT DETAILS FOR ENQUIRIES

Property Manager	Steven Thomas		
Mobile number	0419 888 026	Email address	<a href="mailto:steve@edge.com.au">steve@edge.com.au</a>
Office Phone	6290 2888	Office Fax	6290 2838
Postal address	PO Box 881 Mawson ACT 2607		