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RESIDENTIAL TENANCY APPLICATION

Thank you for choosing S.Abelas & Co. Real Estate. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to pay two weeks rent and pay the four weeks bond.

Rental Property:

Property Address:

Tenancy Requirements:

Length of Tenancy:

Rent pw \$:

Commencement Date:

Occupancy Details:

Number of Occupants:

Number of Children & Ages:

Number & Type of Pets:

Applicants Details:

Name:

Email:

Address:

Home Phone:

Work Phone:

Mobile:

Personal Details:

Date of Birth:

Drivers Licence Number:

Drivers Licence State of Issue:

Passport Number:

Country of Issue:

Number of Vehicles:

Emergency Contact Details:

Name:

Relationship:

Contact Phone:

Address:

Current Rental Details:

Address:		
Current Rent \$ pw:	How long have you lived there months?:	Reason for Leaving:
Agent/Landlord:	Work Phone:	

Previous Rental Details:

Previous Property Address:		
Current Rent \$ pw:	How long have you lived there months?:	Reason for Leaving:
Agent/Landlord:	Work Phone:	

Current Employment:

Current Employer (Company) & Address:		
Contact Name (Manager):	Contact's Work Phone:	Your Position:
Length of Employment:	Net Income pw \$:	Full Time/Part Time/Casual:

Previous Employment:

Previous Employer (Company) & Address:		
Contact Name (Manager):	Contact's Work Phone:	Your Position:
Length of Employment:	Net Income pw \$:	Full Time/Part Time/Casual:

Personal/Business References:

Name:	Occupation:	Work Phone:
Address:		
Name:	Occupation:	Work Phone:
Address:		

Confirmation:

I can confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition Yes / No
2. If "No" I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified.

Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$ per week.

I undertake to pay the monies detailed below by electronic funds transfer to S.Abela & Co. Real Estate Trust Account upon signing the Residential Tenancy Agreement.

Statement of Costs:

Rental Bond:	\$
Rent in Advance:	\$
Total:	\$

Lodge Bond Online: Yes / No

If a Holding Fee is being paid on the Property, the following conditions will apply:

1. A Holding Fee will only accepted once an application has been approved by the landlord.
2. The Holding Fee of \$, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be held in a Trust Account and any refund given will be by way of EFT.

S.Abela & Co. Real Estate, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To prepare a Residential Tenancy Agreement for the premises.

Applicant's Signature:	Date:
Agent's Signature:	Date:

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification (at least 100 points must be provided)

If you are a non-Australian resident we will also require a copy of your visa.

Should you not be able to meet the 100 check points, please phone your property management team.

Primary Documents

70 points (Only one of the following may be claimed)

- ☐ Birth certificate/extract
- ☐ Citizenship certificate
- ☐ Current passport (current or expired within the last two years, but not cancelled)

Secondary Documents

40 points (Must have a photograph and a name)

- ☐ Driver's licence issued by an Australian State or Territory
- ☐ Adult proof of age photo card issued by an Australian State or Territory
- ☐ Identification card issued to a public employee
- ☐ An identification card issued to a student at a tertiary education institution

35 points (Must have name and address on)

- ☐ Council rates notice
- ☐ Document from your current employer or previous employer within the last two years

25 points (Must have name and signature on)

- ☐ Marriage certificate (for maiden name only)
- ☐ Credit card
- ☐ Foreign driver licence
- ☐ Medicare card (signature not required on Medicare card)
- ☐ EFTPOS card

25 points (Must have name and address on)

- ☐ Records of a public utility - phone, water, gas or electricity bill
- ☐ Lease/rent agreement
- ☐ Rent receipt from a licensed real estate agent

Please also attach the following documents

Proof of rental history

- ☐ Last four rental receipts or
- ☐ Printout of rental ledger

Proof of current address

- ☐ Utility statements (no greater than six months old) or
- ☐ Council rates notice

Proof of income

- ☐ 3 previous pay slips or
- ☐ Bank statement or
- ☐ If self-employed - tax returns and business registration

References

- ☐ Minimum 2 written references from previous agent or landlord; and/or
- ☐ Written reference from employer or friend