

TENANCY APPLICATION FORM

PLEASE NOTE: Applications will not be processed until they are complete and all relevant information is provided. Properties will not be held until your application is approved and one weeks rent is paid to our office in cleared funds.

PROPERTY DETAILS

Address of property

Preferred lease start date	Preferred lease term
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	6 or 12 months
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How many tenants will occupy the property?

Adults	Children	Ages of children
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APPLICANTS PERSONAL DETAILS

Surname	Given name/s
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Date of birth	Drivers licence number
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Drivers licence expiry date	Drivers licence state
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Passport no.	Passport country
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Pension no. if applicable	Pension type
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APPLICANTS CONTACT DETAILS

Mobile phone	Home phone
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Email address

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Your current residential address

How did you hear about this property?

- | | |
|--|--|
| <input type="checkbox"/> Realestate.com.au | <input type="checkbox"/> Domain.com.au |
| <input type="checkbox"/> Signboard at property | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Office | <input type="checkbox"/> Other |

PRIVACY DISCLOSURE

We are an independently owned and operated business. We are bound by the National Privacy Policy. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. We will also check if any details of tenancy defaults by you are held on a tenancy default database. You can find out more information about these databases on-line. Your consent to us collecting this information is set out below, in the privacy consent section.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owners insurers. If you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected during the course of your tenancy may be disclosed to the lessor, third party operators of tenancy databases and/or other agents.

You have the right to access personal information that we hold about you by contacting our office. If your application is unsuccessful it will be destroyed to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the property or, if considered, may be rejected.

PRIVACY CONSENT

I the applicant acknowledge that I have read the above privacy disclosure statement and collection notice and authorise Base Property Group to collect information about me from:

- My previous letting agents and/or lessors
- My personal referees
- My current and previous employers
- All other reference on this application
- Any tenancy default database including TICA

I also authorise Base Property Group to disclose details about and defaults by me under the tenancy to which this application relates to any tenancy database to which it subscribes. I authorise base Property Group to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), sales people (primary and secondary agents), valuers, the lessor, other agents, database operators, other property managers, body corporate officers, insurance companies and to authorise as required by law.

I, the applicant declare that the information I have supplied is true and correct and that I have supplied it of my own free will and I hereby authorise you as the letting agent to conduct any enquires and/or searches, including any tenancy information databases in order to verify the above information.

I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.

I acknowledge and accept that if the application is rejected, the agent is not legally obliged to give reasons for the rejection.

Applicant full name:

Applicants signature:

Date:

APPLICANT HISTORY

How long have you been at your current address?

years	months
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Name of current landlord or agent?

Landlord/agents phone Weekly rent paid

	\$
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What was your previous address?

How long did you live at this address?

years	months
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Name of landlord/agent for this previous property

Landlord/agents phone Weekly rent paid

	\$
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Was the bond refunded in full? If not why not?

Yes or No	
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APPLICANTS EMPLOYMENT DETAILS & HISTORY

What is your occupation?

What is the structure of your employment?

Full time	Part time	Casual	Self
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Employers name

Employers address

Employer contact name Employers phone

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Length of employment Net Income

	\$
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Previous employer

Length of employment

from	to
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EMERGENCY CONTACT & REFERENCES

Emergency contact surname given names

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Relationship to you phone no

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Referee 1 - surname given names

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Relationship to you phone no

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Referee 1 - surname given names

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Relationship to you phone no

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PET INFORMATION

Type and breed council registration number

1.	
2.	
3.	

PAYMENTS REQUIRED

Rent per week OR per month

\$	\$
Rental bond (4 weeks rent)	\$
First 2 weeks in advance	\$
Total required	\$

IDENTIFICATION REQUIREMENTS 100 POINTS

You must provide copies of the following & show original;

1. Photo ID eg drivers licence
2. Proof of income for current period
3. Current rental ledger - please sign authority for us to order

Your 100 points check list

Drivers licence	40 points
Passport	40 points
Birth certificate	30 points
Other photo ID	30 points
Utilities bill, gas, electricity, phone	10 points
Medicare card	10 points
Motor vehicle registration	10 points
Bank card/credit card	10 points

REQUEST FOR RENTAL REFERENCE

We would appreciate you taking the time to complete this rental reference questionnaire, pursuant to a tenancy application lodged with us by a current or former tenant of your agency, please return as soon as possible via email admin@basepropertygroup.com.au or fax to 07 5630 1586.

CONSENT: I/we do hereby consent to the following details being provided by our former landlord/managing agent and returned to Base Property Group together with a copy of the rental ledger.

Applicant 1 Full Name: **Signature:**

Applicant 2 Full Name: **Signature:**

CURRENT/FORMER TENANCY DETAILS

Property Address:

Rental period from: to Were pets kept during tenancy: Yes No

Was rent paid on time: Always Mostly Never Refer to Ledger

TENANTS CARE AND CONDUCT DURING TENANCY

YES NO

- Was a termination/eviction notice ever issued for arrears?
- Did the tenants take reasonable care for the property? How would you rate them out of 10
- Did the tenants take reasonable care for the gardens? How would you rate them out of 10
- Were there any concerns raised as a result of routine inspections? If YES please elaborate
.....
- Were the tenants co-operative? How would you rate them out of 10
- Were the tenants considerate of neighbours and By-Laws etc?
- Did the tenant breach the residential tenancis act? If YES please elaborate
- Was the premises left clean and undamaged? Or not yet vacated
- Was the tenant recalled to attend to any issues?
- Was rental bond returned in full? If NO please detail claim
- Would you rent to applicant 1 again? Comments
- Would you rent to applicant 2 again? Comments

COMPLETED BY

Name: Date:

Signature:



EMPLOYMENT CONFIRMATION REQUEST

Attention: Date:

Company:

Email:

Our agency has recieved an applicaiton for tenancy and the applicant has provided your details as their current employer. They have authorised us to collect information about their status of employment from you. A copy of the applicants signed privacy consent is attached or signature below. Please complete and return asap as time is crtical to both the applicant and the lessor to finalise the processing of this applicaiton. Please return via email to admin@basepropertygroup.com.au or fax to 07 5630 1586.

CONSENT: I hereby consent to the following details being provided by my employer and returned to Base Property Group.

Applicant 1 Full Name: **Signature:**

EMPLOYMENT DETAILS

Name of employee:

Employer name and address:

Name of person confirming details:

Position of person confirming details:

Is applicant a current employee there? Yes No

What is their employment status? Full time Part time Casual Contract

Length of time employed there?

Confirmation of Gross income

PLEASE NOTE: Information collected on unsuccessful applications will be shredded and nothing stored on file. Thank you for assistance and should you wish to discuss this request please call Gina on 07 5536 9838.

COMPLETED BY

Name: Date:

Signature: