

TENANCY APPLICATION

APPLICANT NAME: _____
RENTAL PROPERTY ADDRESS: _____
RENT AMOUNT (per week) \$ _____ BOND PAYABLE (4 x weekly rent):\$ _____
PREFERRED TENANCY START DATE: _____ TENANCY TERM: 6MTH / 12MTH / OTHER: _____

Please note: The terms of the General Tenancy Agreement that relate to this agency including any special conditions are available at www.accombris.com.au or upon request at our office and need to be reviewed prior to lodging an application form.

1. Each person who wishes to reside in the property, and is over 18 years of age, must complete an application.
2. The application will not be processed until it is complete, and all applicants for the property have submitted applications.
3. Please ensure you have signed the tenant declaration and privacy consent (page 4).
4. We endeavour to process all applications in under 48 hours of receipt of your application.
5. Once the application has been approved you will be required to pay 2 weeks rent within 24 hours to secure the property. The payment is to be made by bank cheque, money order, cash or BPAY. **Please note, this is not a deposit and is non-refundable in the event you change your mind. Cheques should be made out to 'Accombris Pty Ltd'.**
6. All applicants must be present at the appointment to sign the lease and complete the relevant paperwork. At this point you will be required to pay the bond (usually 4 weeks rent). This payment is also made by bank cheque, money order, cash or BPAY. **Cheques should be made out to 'Accombris Pty Ltd'.**
7. This office does not accept bond transfers and does not transfer Department of Housing Bonds.
8. Accombris tenants are required to pay rent by one of the following methods; BPAY, Bank Cheque, Money Order or cash. We do not accept Direct Debit. This office does not have EFTPOS facilities.
9. You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may copy any item and retain as part of your application.

Please circle the identifying documents you have provided with your application

IMPORTANT: At least ONE form of Photo Identification MUST be provided

70 Points Please circle Passport / Full birth certificate / Citizenship Certificate

40 Points Please circle Australian Drivers License / Student Photo ID / Department of Veterans Affairs card / Centrelink Card / Proof of Age Card / State or Federal Government Photo ID

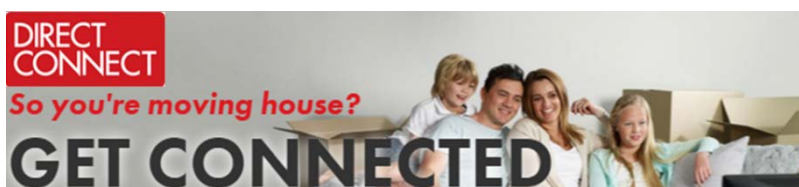
25 Points Please circle Medicare Card / Council Rates Notice / Motor Vehicle Registration / Telephone Bill / Utilities Account Bill / Tenancy History Ledger / Bank Statement / Previous Tenancy Agreement

You are also required to supply proof of your income upon submission of your application.

- **Employed:** Last TWO pay slips
- **Self Employed:** Notice of Assessment / Accountants Letter
- **Not employed:** Most recent Centrelink Statement

This is a FREE service that connects all your utilities!

✓ **Yes, I would like to be contacted**



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

APPLICANT 1

Full name: _____

Have you been known by any other name(s)? Yes / No

If Yes, what other name have you been known by?

CONTACT INFORMATION:

(H) _____ (W) _____

(M) _____

Email: _____

PERSONAL DETAILS

Date of birth: _____

Drivers License No: _____ State: _____

Passport No: _____ Country: _____

Are you or any of the other people applying for the property a smoker?? Please circle Yes / No

EMERGENCY CONTACT **Must not be an occupant**

(Preferred person to be contacted in an emergency)

Full Name: _____

Address: _____

Relationship : _____ Phone/Mobile: _____

VEHICLES

Number of vehicles to be parked at the property: _____

Car make/model: _____ Rego: _____

OTHER OCCUPANTS INCLUDING DEPENDANTS

Please provide details of other persons, wishing to reside at the property. Any one over 18yrs must complete an application.

Full Name: _____

Relationship: _____ D.O.B: _____

Full Name: _____

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PETS

Will pets be kept at the property? Please circle Yes / No

Type / Breed: _____ Size: _____ kgs

Age: _____ Name: _____

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Are the pets registered with a council? Please circle Yes / No

APPLICANT ADDRESS HISTORY

Current Address: _____

Type of Occupancy: Rent / Owner / Boarding

Length of Stay : ___ yrs ___ mnth Rent/Mortgage \$ _____ pw

Current Lessor/ Agent (if renting): _____

Phone No: _____

Reason for leaving: _____

PREVIOUS ADDRESS DETAILS

Previous Address: _____

Type of Occupancy: Rent / Owner / Boarding

Length of Stay : ___ yrs ___ mnth Rent/Mortgage \$ _____ pw

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EMPLOYMENT

Are you employed? Please circle Yes / No

(if no, please provide details of previous employer, if any)

Employment Status: Please circle Full time / Part Time / Casual / Contract / Self Employed / Other

Occupation: _____

Net Income: \$ _____ pw Term: ___ yrs ___ months

Employer / Business Name: _____

Address of employer: _____

Phone: _____

If self employed,

Accountants Name: _____

Phone: _____

CENTRELINK PAYMENTS (please provide statement)

Do you receive regular Centrelink payments? Please circle Yes / No

Description of Payment: Parenting Payment / Disability Pension / New Start Allowance / Pension / Other: _____

Total weekly entitlement: \$ _____ pw

STUDENT DETAILS

Are you studying full time? Please circle Yes / No

Are you an overseas student?? Please circle Yes / No

If yes, Visa expiry date: ____/____/____

PERSONAL REFERENCES

Full Name: _____

Address: _____

Relationship : _____ Phone/Mobile: _____

Full Name: _____

Address: _____

Relationship : _____ Phone/Mobile: _____

APPLICANT 2

Full name: _____

Have you been known by any other name(s)? Yes / No

If Yes, what other name have you been known by?

CONTACT INFORMATION:

(H) _____ (W) _____

(M) _____

Email: _____

PERSONAL DETAILS

Date of birth: _____

Drivers License No: _____ State: _____

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Full Name: _____

Address: _____

Relationship : _____ Phone/Mobile: _____

Full Name: _____

Address: _____

Relationship : _____ Phone/Mobile: _____

TENANT DECLARATION

I / we declare that I / we have inspected the property situated at _____, and it is to my/our satisfaction. Upon signing of this application, I/we agree to sign a Tenancy Agreement for the premises, pay a rental bond (equivalent to 4 weeks rent, if the rent is over \$700 per week the Bond amount may vary), plus two weeks rent shall be paid in advance which shall be paid by bank cheque, money order or cash.

I / we accept and acknowledge that if this application is rejected, there is no legal obligation on the agent to provide reasoning for this decision.

- | | |
|--|--------------|
| 1. I / we have never been evicted by an agent / lessor | True / False |
| 2. I / we have no known reasons that would affect my ability to pay rent | True / False |
| 3. I / we received a full rental bond refund at my last address | True / False |
| 4. I / we have no outstanding debt to another agent / lessor | True / False |
| 5. At no time have I / we been declared bankrupt or an undischarged bankrupt | True / False |

I do solemnly and sincerely declare that all the information contained within this application is true and correct and has been willingly supplied to assist in the assessment of my application.

PRIVACY DISCLOSURE STATEMENT OF ACCOMBRIS

We are an independently-owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We need to collect information about you from previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on any tenancy reference database to which we have access. Your consent in collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which the application relates. If this application is successful we may disclose your details to service providers relevant to the tenant relationship including maintenance contacts and the landlords insurers. We may also send personal information about you to the owner of any other properties, at your request.

You have the right to access personal information that we hold about you by contacting our agency. If you do not complete this form, or do not sign the consent below, then your application for the residential tenancy may not be considered by the owner of the relevant property or, if considered may be declined.

I, the applicant acknowledge that I have read the Privacy Disclosure Statement above and I authorise the agency to collect information about me from:

1. The owner or the agent of my current and/or previous residence.
2. My personal referees or employers
3. TICA Default Tenancy Control PTY LTD
4. Any tenancy reference database which may contain personal information about me.
5. If approved and after signing a tenancy agreement, I authorise Accombris to refer my name and contact details to an arranger or service provider including tradespeople (to attend work at this property), salespeople (primary or secondary agents), valuers, the lessor, other agents, other property manager and body corporate officers.

Applicant Name: _____

Applicant Name: _____

Signature: _____

Signature: _____