



**WES DAVIDSON**  
REAL ESTATE

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## RESIDENTIAL TENANCY APPLICATION FORM

No application will be processed unless property has been viewed

**Property Address:** ..... **Date of application:** ..... / ..... / .....

**Rent per week \$** ..... **Bond \$** ..... **Date required:** ..... / ..... / .....

**Length of lease:** Periodic / 6 month / 12 month

**Will you be applying for assistance from the Ministry of Housing?** Yes / No

APPLICANT #1		APPLICANT #2	
Name:		Name:	
DOB:		DOB:	
Marital Status:	Children:	Marital Status:	Children:
Drivers Lic No:		Drivers Lic No:	
Vehicle Reg:		Vehicle Reg:	
Make & Model of Vehicle:		Make & Model of Vehicle:	
Occupation:		Occupation:	
Medicare No:		Medicare No:	
Current Address:		Current Address:	
Home ph:	Work:	Home ph:	Work:
Mobile:		Mobile:	
Email:		Email:	

### NEXT OF KIN

(Please list at least two close relatives that will not be living with you)

<b>Name:</b>	<b>Name:</b>
Address:	Address:
Ph:                      Mobile:	Ph:                      Mobile:
Relationship:	Relationship:
<b>Name:</b>	<b>Name:</b>
Address:	Address:
Ph:                      Mobile:	Ph:                      Mobile:
Relationship:	Relationship:

**DO YOU HAVE PETS?** Yes / No      Type ..... Breed ..... Age .....

**IF YOU ARE EMPLOYED**

APPLICANT #1	APPLICANT #2
Employer's Name:	Employer's Name:
Address:	Address:
Ph:                      Contact Name:	Ph:                      Contact Name:
Length of employment:	Length of employment:
Weekly Income:	Weekly Income:
<b>If employed there for less than 6 months, state previous employer</b>	<b>If employed there for less than 6 months, state previous employer</b>
Employer's Name:	Employer's Name:
Address:	Address:
Phone:	Phone:
Mobile:	Mobile:
Length of Employment:	Length of Employment:

**IF YOU ARE SELF-EMPLOYED**

APPLICANT #1	APPLICANT #2
Name of Business:	Name of Business:
ABN:	ABN:
Industry:	Industry:
Address:	Address:
Weekly income:	Weekly income:
Name of Accountant:	Name of Accountant:
Accountants ph:	Accountants ph:
How long in business:	How long in business:

**IF YOU ARE A STUDENT**

APPLICANT #1	APPLICANT #2
Name of institution:	Name of institution:
Name of course:	Name of course:
Student ID No:	Student ID No:
Income Source:	Income Source:
Weekly Income:	Weekly Income:

**IF YOU RECEIVE A CENTRELINK PAYMENT**  
(Please also provide statement)

APPLICANT #1	APPLICANT #2
Amount:	Amount:
Type pf payment:	Type pf payment:
CRN – Customer ref no:	CRN – Customer ref no:

**YOUR RENTAL HISTORY**

APPLICANT #1	APPLICANT #2
<b>Current landlord or agent</b>	<b>Current landlord or agent</b>
Phone:	Phone:
Rent per week:                  Bond returned in full? Y / N	Rent per week:                  Bond returned in full? Y / N
Period rented:	Period rented:
Property address:	Property address:
<b>Previous landlord or agent</b>	<b>Previous landlord or agent</b>
Phone:	Phone:
Rent per week:                  Bond returned in full? Y / N	Rent per week:                  Bond returned in full? Y / N
Period rented:	Period rented:
Property address:	Property address:
<b>Previous landlord or agent</b>	<b>Previous landlord or agent</b>
Phone:	Phone:
Rent per week:                  Bond returned in full? Y / N	Rent per week:                  Bond returned in full? Y / N
Period rented:	Period rented:
Property address:	Property address:

**OCCUPANCY DETAILS**

Number of adults to reside at property:	Number of children:	Ages of children:
<b>Names of all other applicants:</b>		

## REFERENCES

APPLICANT #1	APPLICANT #2
<b>Name:</b>	<b>Name:</b>
Address:	Address:
Ph:                      Mobile:	Ph:                      Mobile:
Relationship:	Relationship:
Known for how long:	Known for how long:
<b>Name:</b>	<b>Name:</b>
Address:	Address:
Ph:                      Mobile:	Ph:                      Mobile:
Relationship:	Relationship:
Known for how long:	Known for how long:
<b>Name:</b>	<b>Name:</b>
Address:	Address:
Ph:                      Mobile:	Ph:                      Mobile:
Relationship:	Relationship:
Known for how long:	Known for how long:
<b>Name:</b>	<b>Name:</b>
Address:	Address:
Ph:                      Mobile:	Ph:                      Mobile:
Relationship:	Relationship:
Known for how long:	Known for how long:

APPLICANT #1	APPLICANT #2
<b>Have you ever been a defaulting tenant?</b> Y / N	<b>Have you ever been a defaulting tenant?</b> Y / N
Details:	Details:
<b>Have you ever been refused a rental property?</b> Y / N	<b>Have you ever been refused a rental property?</b> Y / N
Details:	Details:
<b>Has any part of your bond ever been retained?</b> Y / N	<b>Has any part of your bond ever been retained?</b> Y / N
Details:	Details:
<b>Have you ever been bankrupt?</b> Y / N	<b>Have you ever been bankrupt?</b> Y / N
Details:	Details:
<b>Would you provide a bank statement for the account your wage is paid into?</b> Y / N	<b>Would you provide a bank statement for the account your wage is paid into?</b> Y / N
<b>Are you currently in debt to an agent/landlord?</b> Y / N	<b>Are you currently in debt to an agent/landlord?</b> Y / N
Details:	Details:

## PRIVACY ACT COMMONWEALTH 1988

1. I accept that the Agent may conduct independent reference, credit, NTD & TICA checks.
2. I understand that the Agent will take a photocopy of my drivers licence or passport for their records.
3. I acknowledge that the property is to be subject to the owners approval. I understand the availability of the property is also subject to the present tenant delivering up vacant possession. I will not hold the owner or the Agent liable, if in the event that the property is not available by the due date.
4. If acceptable, I acknowledge that for the bond I must provide a Bank Cheque or Money Order made payable to the Residential Tenancy Bond Authority (or R.T.B.A. for short).
5. Also, if accepted I acknowledge that the first payment of rent will be made via NAB RentCard using BPAY or paid at Australia Post - cash, cheque or money order (made out to Australia Post or NAB RentCard).
6. I declare that the information contained in this application is true and correct.

The personal information the prospective tenant provides in this application, or that is collected from other sources, is necessary for the Agent to verify the Applicant's identity, to process and evaluate 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 agents, third party operators of tenancy reference database and other third parties as required by law. Information already held on tenancy reference database may also be disclosed to the Agent and/or Landlord. The Agent may also disclose information to other parties on the Internet.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under that Agreement, the fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above. 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 his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this 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.

By signing you accept the aforementioned declaration.

The initial supply of, ongoing record of, and permitted use of your private information is at your discretion except where those details are required to be kept and/or disclosed by law. You may update, alter or delete your information at anytime and without penalty except where those details are required to be kept and/or disclosed by law. If certain information however is not provided, we as agents may not be able to effectively act on your behalf.

If you would like to access your personal information held by us, you can do so by contacting us via phone, fax or email as detailed on our letterhead or in person by calling into the office at 71 Wilson Street, Horsham.

In addition, our company would like to clearly alert you to the fact that although it is our intention to protect your privacy at all times there is always a possibility that our firewalls, virus scanning and other security systems may be breached or bypassed and be unable to protect our computer system from corruption via viruses and/or hackers which may result in the unauthorised access to and distribution of personal details from our databases. We will not assume liability for breaches of this nature.

We reserve the right to alter our privacy policy from time to time, and these changes will be made available for your inspection at [www.wdre.com.au](http://www.wdre.com.au).

**PLEASE CONFIRM THE FOLLOWING**

During inspection, I/we found the property to be in a reasonably clean condition: YES / NO

If "NO", I/we believe the following items should be attended to prior to my/our tenancy commencing:


I/We acknowledge that these items are subject to the owner's approval.

By signing below, you accept the aforementioned declaration and Privacy Statement on the previous page.

**APPLICANT #1**

Signature ..... Date: ..... / ..... / .....

Name ..... (Please print)

**APPLICANT #2**

Signature ..... Date: ..... / ..... / .....

Name ..... (Please print)