

ACT - TENANCY APPLICATION FORM

Please ensure you have read and completed each page in full and have all required information available when submitting this application.

Please provide an independent TENANCY APPLICATION FORM FOR EVERY occupant 18 years or older.

Applicant Full Name:		
Email		Mobile
Drivers Licence #	Date of Birth	Work Phone
Current Address:		
Landlord / Agent Name		Current Rent p/w \$
Landlord / Agent Phone		Length of Occupancy ____ yrs. ____ mths
Previous Address:		
Landlord / Agent Name		Previous Rent p/w: \$
Landlord / Agent Phone		Length of Occupancy ____ yrs. ____ mths
Occupation:		
Employer Name		Ph.
Length of Employment: ____ yrs. ____ mths <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		\$ <input type="checkbox"/> Gross <input type="checkbox"/> Nett
Nearest Relative:		
Relationship:		Ph.
Personal References :		
Name	Relationship	Ph.
Name	Relationship	Ph.
<i>Please supply the following for each applicant</i>		
<input type="checkbox"/> 2 forms of identification	i.e. driver's license, birth certificate, 18+ card, passport, Medicare card (at least 1 must be photo id)	
<input type="checkbox"/> Proof of regular housing payments	i.e. rent receipts, rent ledger, Bank statement, mortgage statement (if home owner)	
<input type="checkbox"/> 2 forms of proof of current address	(other than those provided as identification) i.e. bank statement, phone bill	
<input type="checkbox"/> Proof of income	i.e. 2 recent pay slips, Centrelink income statement, recent group certificate (if self-employed)	
Names of co applicant/s		
Do you intend to apply to have pets at the property? <input type="checkbox"/> N or <input type="checkbox"/> Y Please complete a PET APPLICATION FORM		
Is there anything we should know about your application?		

Privacy Statement

In accordance with the National Privacy Principals Act we require you to read and sign this Acknowledgment and Consent Form.

We are an independently owned and operated business. This Acknowledgment outlines how our business will handle your personal information.

If you do not sign and complete this Acknowledgement we may elect not to accept or proceed with processing this application.

If you do not provide sufficient information for us to adequately process your application we may elect not to accept or proceed with processing this application.

Acknowledgement

The primary purpose for collecting your personal information on this application form is to accurately assess your suitability for a tenancy in the nominated property. The information we collect about you from your previous landlords/letting agents, your current/previous employer, your references and tenancy default databases including TICA, may be disclosed to the owner and/or owner's representatives of the property to which this application relates, even if the owner/owners representative resides outside Australia.

If this application is accepted, the secondary purpose for maintaining your personal information provided on this application, and collected throughout your tenancy, is to responsibly manage the property and your tenancy. The information we hold about you may be disclosed to other parties including, but not limited to, other landlords/lettings agents, registered values, sales consultants from licensed real estate agencies, contractors/trades people, Body Corporate, debt collection

agencies, tenancy default databases including TICA, insurance companies and government departments.

If this application is declined and you wish to collect the personal information you supplied in this application, you can do so within 7 days of this application being lodged. After this 7 day period, RE/MAX Capital will take all reasonable steps to destroy all information collected during the application process including this application form and any information from previous landlords/letting agents, your current/previous employer, your references and any information received from tenancy default databases including TICA.

Consent Form


I, the said applicant declare that I give my permission to RE/MAX Capital to confirm any personal information provided in this application as well as collect my information and pass on such information as outlined in the above acknowledgement if this application is accepted. I do solemnly and sincerely declare that the information contained in this application is true and correct and that all information has been given of my own free will. I authorise RE/MAX Capital to contact and/or conduct any inquiries or searches with regard to the information supplied on this application

Signed _____ 

Date _____

I/we have inspected the property at _____ and wish to apply for tenancy of the premises for a period of _____ months from ____ / ____ / ____ at a rental of \$ _____ per week.

If I am unsuccessful for this property, please keep my application open for other similar properties. YES NO

I/we confirm that that the rental to be paid is within my/our means. 

I/we also undertake to pay a rental bond of 4 x weekly rent which I/we understand we must pay upon the signing by me/us of the Tenancy Agreement. I/we acknowledge that RE/MAX Capital does not accept bond transfers.


It is AGREED that immediately upon communication of acceptance of this application by the landlord or his agent, to at least one of the applicants either in writing or verbally this tenancy shall be binding.

Please note – Rent is paid calendar monthly in advance. Calculated as follows Weekly Rent x 52 divided by 12 = Monthly Rent.

EXAMPLE \$500 per week x 52 weeks per year = \$26,000 per year. Divided by 12 months = \$2,166.67 per calendar month.

Total number of Adults applying = **Total number of occupants =**

Name _____

Signature _____ 

Date _____

Office Use	
Received	Notify
Verified	Landlord
Completed	Applicant
Approved / Declined	