

TENANCY APPLICATION

PROPERTY ADDRESS: _____

IMPORTANT – Please read the following:

- To process your application you are requested to answer ALL questions to the best of your ability. Any false or misleading information provided could jeopardize your application.
- The completion of this application DOES NOT constitute an offer or acceptance.
- Any information provided in your application may be passed onto Tenancy Information Centre Australia in the event of a default occurring.
- Upon approval and acceptance of your application, all monies equivalent to 6 weeks rent (being 4 weeks rent for bond and your first 2 weeks rent) must be paid in full by Bank Cheque, Money Order or EFTPOS (no credit). If you require a Bond Loan, please make an appointment immediately, and provide relevant forms for our agency to complete.
- Methods of rent payments are EFTPOS, Money Order, Bank Cheque, Direct Deposit.
- Lease Terms and Conditions are available on our website www.gwaa.com.au or in the office and must be read prior to submitting your application.

We require the following to be supplied to process an application:

- Photo Identification; Driver's License, 18+ Card, Passport etc.**
- At least 2 named references from previous landlords, real estate agencies or rates notice if you have owned your own home**
- Proof of most recent/current residential address**
- Supporting proof of income; Pay Slips, Centrelink Income Statement etc.**
- Current bank statement**

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read & sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under National privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to any agent.

In accordance with National Privacy Principles, the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments & other landlords or agents.

I/we the said applicants declare that I/we give my/our permission to the agent to collect my/our information & pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy information database for the member of the database company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree & understand that once a tenancy application has been lodged with a member of a tenancy database my/our information may be recorded as making an enquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such a breach with a tenancy database. I/we further agree & understand that the removal of such information from a database company is subject to the condition of the database company.

I/we understand that TICA Default Control Pty Ltd is a database company that allows its member access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree & understand that should I fail to provide the database member with the information & acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree & understand that a listing with TICA Default Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

Signed by the Applicant/s:

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Date: _____

APPLICANT ONE

Full Name: _____ Date of Birth: _____

Phone Number: _____ Email: _____

CURRENT ADDRESS: _____

Rental Agent/Landlord: _____

Property Manager: _____ Phone: _____

Length of Tenancy: _____ Reason for Leaving: _____

PREVIOUS ADDRESS: _____

Rental Agent/Landlord: _____

Property Manager: _____ Phone: _____

Length of Tenancy: _____ Reason for Leaving: _____

Did you receive a full Bond Refund? YES / NO If no, why not? _____

EMPLOYMENT/SOURCE OF INCOME:

Employer/Occupation: _____

Position: _____ Phone: _____

Payroll/HR: _____ Income per Week: _____

OTHER INFORMATION REQUIRED:

Personal Reference (NOT RELATIVE): _____

Emergency Contact: _____

Car Registration: _____ Make/Model: _____

Are you a smoker? YES / NO

APPLICANT 2

Full Name: _____ Date of Birth: _____

Phone Number: _____ Email: _____

CURRENT ADDRESS: _____

Rental Agent/Landlord: _____

Property Manager: _____ Phone: _____

Length of Tenancy: _____ Reason for Leaving: _____

PREVIOUS ADDRESS: _____

Rental Agent/Landlord: _____

Property Manager: _____ Phone: _____

Length of Tenancy: _____ Reason for Leaving: _____

Did you receive a full Bond Refund? YES / NO If no, why not? _____

EMPLOYMENT/SOURCE OF INCOME:

Employer/Occupation: _____

Position: _____ Phone: _____

Payroll/HR: _____ Income per Week: _____

OTHER INFORMATION REQUIRED:

Personal Reference (NOT RELATIVE): _____

Emergency Contact: _____

Car Registration: _____ Make/Model: _____

Are you a smoker? YES / NO

ONLY COMPLETE AND READ THE FOLLOWING IF YOU HAVE PETS
PETS ANNEXURE A TO TENANCY APPLICATION

PART A – PLEASE READ

The tenant/s agree that should the lessor and our office approve pets to be kept on the premises, it will become a condition of the tenancy agreement that upon vacating you will be responsible for the pest control of fleas inside and outside of the property and to make good any holes and/or worn out lawn plus all animal faeces are to be cleaned up from the grounds and if faeces are not removed, a clean-up fee will be charged. Further, should there be evidence of pet urine odour in or about the property, these will have to be treated professionally. In extreme cases the carpet and underlay will be replaced in affected areas, ceramic floor tiles and grouting will be professionally cleaned.

PART B – PLEASE READ

The tenant/s accepts full responsibility for any animal that the tenant brings or allows upon the rented premises with or without the consent of the lessor/agent and will be solely liable for any loss and damage or injury suffered by any person whom is attacked or bitten by such an animal, but if any action is brought against the lessor/agent by any person despite the tenant/s being responsible as aforesaid, the tenant/s will indemnify and hold harmless the lessor/agent from any claim, action, suit or demand brought against it/them by any person injured by such an animal.

PART C – PLEASE READ AND SIGN THIS SECTION

The tenant/s agrees and acknowledges these two special conditions in relation to pets and has read Section 24 and Part 2 Standard Terms plus Section 4 of Addendum A – Special Terms to the Lease.

The tenant/s acknowledges that if they are approved for the leasing of a rental property that this Annexure form and the conditions will be inserted to the Tenancy Agreement.

Signed by the Applicant/s:

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Date: _____

PART D – PLEASE READ AND SIGN THIS SECTION

Please provide all details of the proposed pets to be kept at the premises:

DOG / CAT / BOTH (please circle)

Total number of pets: _____

Breed: _____ Sex: MALE / FEMALE De-sexed: YES / NO
 Age: _____ Name: _____ Council Number: _____

Breed: _____ Sex: MALE / FEMALE De-sexed: YES / NO
 Age: _____ Name: _____ Council Number: _____

SNAKE / LIZARD / OTHER (please circle)

Total number of reptiles: _____

Type: _____ Registration number: _____

Colour / Distinctive markings: _____

Type: _____ Registration number: _____

Colour / Distinctive markings: _____

OTHER PETS: BIRDS / FISH / GUINEA PIGS (please circle)

Type: _____

Colour / Distinctive Markings: _____

Note: Please provide recent photo/s of your pet/s with this Application.

I declare that the information provided is true and correct; I have read the Lease Terms and Conditions provided, and understand the conditions that apply to all Pets/Animals kept on the premises.

Signed by the Applicant/s:

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Date: _____

ALL APPLICANTS TO READ AND COMPLETE

Number of dependants/Children under 18 years to occupy the premises: _____

Names and Ages:

Smoking is prohibited inside all premises and cigarette butts are to be disposed of in the correct manner when/if smoking outside – NOT in the gardens and lawn areas. Any breach of this condition could result in cleaning deodorizing costs being incurred at the tenants' expense. The tenant/s must abide by state smoke alarm legislation and bears the responsibility accordingly.

I/we have inspected the premises mentioned, and wish to take a Tenancy for the period of _____ months from the date of _____, at a rental amount of \$_____ per week, with a total bond amount of \$_____ and that the rent to be paid is within my/our means. I/we also understand that the first weeks' rent is to be paid 24 hours after acceptance, with the total to be paid before moving being equal to six weeks' rent (2 weeks rent, 4 weeks bond).

Have you ever been evicted by any Lessor or Agent? No Yes
Are you in debt to another Lessor or Agent? No Yes
Is there any reason known to you that would affect your ability to pay rent when due? No Yes

If you have already arranged a two week *rental grant prior* to applying for this property, it is our policy that we require at least one week's rent from you via one of our payment options (see front of application for options).

I declare that the information provided is true and correct; I have read the lease Terms and Conditions made available on Godwin Witten's website www.gwaa.com.au or in the office, and understand the available methods of rental payments.

Signed by the Applicant/s:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____