



TENANCY APPLICATION FORM

The following information is required before an application can be complete. Our office reserves the right to reject an application for a failure to provide this information.

- 1) **Photographic Identification** – current drivers licence, passport, proof of age card
- 2) **Proof of residential address** – Council rates account or lease agreement
- 3) **Proof of satisfactory bill payments** – i.e phone, electricity, gas accounts, credit card & loan statements, bank statements, car registration & insurance, lay-bys – all accounts must have receipts
- 4) **Proof of income** – payslips, letter from employers, bank statements to confirm income, centreline statements, letter & proof of parents income (if they are to pay/contribute to the rent)

If you are currently renting

- 5) **Rental payment ledger** – from the landlord/agent or department of housing, x10 rental receipts in chronological order
- 6) **Written references** – from previous landlords or agents

Bourdis Southern Cross Real Estate Property Management Department
574 Englehardt Street
ALBURY NSW 2640

Telephone: (02) 6041 2699 Fax: (02)60 41 4498
Email: enquiries@bourdis-southerncross.com.au
Website: www.bourdis-southerncross.com.au

TENANCY APPLICATION FORM

PERSONAL DETAILS				
Full Name:		Date of Birth:		
Previous Name:		Work Phone:		
Drivers Licence No:	Expiry:	Passport No:	Expiry:	
CONTACT DETAILS				
Home Phone:		Mobile Phone:		
Work Phone:		Fax:		
ADDRESS DETAILS				
Current Address	Address:			
	Current Rent:		How long have you lived there?	
	Own	Rent	Board	Other
	Agent/Landlord:			
	Agent Phone No:			
	Reason for leaving:			
Previous Address	Address:			
	Current Rent:		How long have you lived there?	
	Own	Rent	Board	Other
	Agent/Landlord:			
	Agent Phone No:			
	Reason for leaving:			
Previous Address	Address:			
	Current Rent:		How long have you lived there?	
	Own	Rent	Board	Other
	Agent/Landlord:			
	Agent Phone No:			
	Reason for leaving:			
EMPLOYMENT DETAILS				
Current Employment	Employer:			
	Employer's Address:			
	Supervisor/Manager:		Phone:	
	Position:		Net weekly income:	
	Full time	Part time	Casual	
	Length of employment:			
	Centrelink No:			
	Type:		Payment:	

Previous Employment	Employer:		
	Employer's Address:		
	Supervisor/Manager:		Phone:
	Position:		Net weekly income:
	Full time	Part time	Casual
	Length of employment:		
	Centrelink No:		
Type:		Payment:	
Self Employed	Company/Business Name:		
	ABN/ACN:		Position:
	Type of Business:		
	Accountant/Solicitor:		
	Phone:		Mobile:
	Email:		
EDUCATION DETAILS			
Place of Study:			
Course:		Length:	
Parent's Name:		Phone:	
Address:			
REFERENCES			
Personal Reference (not family or immediate friends)	Name	Position	Phone
	1.		
	2.		
	3.		
EMERGENCY CONTACT DETAILS			
Name:		Relationship:	
Address:			
Home Phone:		Work Phone:	Mobile Phone:

TENANCY INFORMATION				
Property Address:				
Date Viewed:			Lease Length:	
Agreed Rental Amount:			Start Date:	
Payment Method:	Should the application be approved, please indicate what method of payment would be used:			
	Cash/Cheque	Direct Debit	Deposit Book	Internet
	Payments to be made:			
	Weekly	Fortnightly	Monthly	Calendar Month
Statement of Cost:	Rental Bond (4 weeks Rent):		\$	
	Rental in Advance (2 weeks Rent):		\$	
	Lease Preparation Fee:		\$ 15.00	
	TOTAL:		\$	
	NB: 1 weeks reservation fee is required when signing the lease			
Other Occupants:	All persons over the age of 18 are required to complete an individual application form.			
	Spouse	Partner	Children	Housemate
	Names:		Relationship	Age
	1.			
	2.			
	3.			
Pet Details:	All persons over the age of 18 are required to complete an individual application form.			
	Dog	Cat	Bird	Rabbit
	Breed		Name	Age
	1.			
	2.			
Motor Vehicle:	Make	Model	Rego	Colour
Have you applied for any other properties recently with another agent?			Yes	No
If yes, when?				
Is this property your first preference?			Yes	No
How did you find out about this property?		Border Mail	Internet	
		Rental List	Referral	
		Other		

TICA APPLICATION FOR TENANCY - This office is a member of TICA

I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditor. I further declare that I am not paying off any previous rental debt.

I authorize the agent to access and check any information that may be listed about me on the **TICA DEFAULT TENANCY DATABASE** and any other tenancy database which may be available.

I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for the rejection of this application.

I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time under the tenancy with **TICA DEFAULT TENANCY DATABASE &** any other tenancy database which may be available. I understand that in the event of a default being reported to **TICA DEFAULT TENANCY DATABASE** or any other tenancy databases, the removal of such information is subject to the guidelines of the database companies over which the agent has no control.

I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by **CASH** or **BANK CHEQUES** (personal & business cheques will not be accepted) .

I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with the above.

I agree that I will abide by the practice & policies of the agent as may be provided to me in relation to this tenancy.

I agree to allow the agent to photocopy the information supplied by me for their records.

I agree that upon communication of the acceptance of this application by the landlord or the agent, this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the **Tenancy Agreement** and be bound by the terms and conditions of the **Tenancy Agreement**.

Applicant's Signature: **Date:**

PRIVACY INFORMATION

Each **Adult** who will live at the property must complete an application regardless of whether they are going to be on the lease agreement. Should an applicant fail to complete an application it will be rejected. On approval of an application all monies due **MUST** be paid in full by **BANK CHEQUE** or **CASH**. Leases must be signed within 24 hours of approval and a one weeks rental payment is required to be paid upon signing the lease. Otherwise the property may be put back on the rental market. Our office reserves the right to allow for any changes or additions to above conditions.

PLEASE NOTE: IF AN APPLICATION IS NOT APPROVED A REASON WILL NOT GIVEN

APPLICATIONS FOR TENANCY PRIVACY ACT 1988 - COLLECTION NOTICE

The personal information the prospective tenant provides in this application or 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. Personal information collected about the Applicant in this application and during the course of the tenancy (if the application is successful) may be disclosed for the purpose for which it was collected to other parties including to landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent hold, they can do so by contacting:

Bourdis Southern Cross Real Estate Pty Ltd
Property Management Department

Address: 574 Englehardt Street, Albury NSW 2640

Phone: 02 6041 2699 Fax: 02 6041 4498

Email: enquiries@bourdis-southerncross.com.au

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.

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with privacy principle 1.3 of the Privacy Act, 1988, an applicant is required to read and sign this acknowledgement to allow the agent to process the tenancy application. A tenancy applicant is required under the National Privacy Principles of the Privacy Act, 1988 to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent/member.

In addition, the member may disclose information being supplied to a database company and other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies government departments and other landlords or agents.

I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with the tenancy database my information may be recorded as making an inquiry.

I agree in the event of a default occurring under a tenancy agreement I give my permission to the member of the tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

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

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

I acknowledge and understand that TICA Default Tenancy Control P/L can be contacted on 1902 220 346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per min inclusive of GST.

Applicant's Signature: **Date:**



Bourdis-Southern Cross Real Estate Pty Ltd
574 Englehardt Street, Albury
P: (02) 6041 2699
F: (02) 6041 4498
E: enquiries@bourdis-southerncross.com.au
W: www.bourdis-southerncross.com.au
© 2007 Bourdis-SouthernCross Real Estate Pty Ltd