

RENTAL APPLICATION

Please answer ALL questions in block lettering. Application that are not complete or do not include the supporting documents WILL NOT be processed.

Property Details

Property Address: _____

Lease commencement date: _____ Weekly rent: \$ _____ Lease terms _____

People will occupy the property

- Single Couple (Married/De facto) Family Multi-tenancy

Name	Age	Relationship to other tenant
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Personal Information

Applicant Title: Mr Mrs First Name: _____ Last Name: _____

Phone Number (W): _____ (H): _____ (M): _____

Email: _____ D.O.B _____

Current Address: _____ Driver's License Number: _____

Current/ Previous Lessor or Agent: _____ Phone: _____

Rental History (past 5 years)

Address	From/to	Rent paid	Lessor name & Phone number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Identification

Attached to your application you will need to provide copies of the following:

- **Proof of your current income:** three copies of your most recent pay slips or accountants details or a copy of your latest tax assessment
- **Three copies of recent bank statements**
- **Two forms of identification, including a least one of the following:** driver's license, passport or Photo ID
- **A rental reference from your present/previous Landlord or Agent** - If your rental reference is an Agent you should also be able to obtain a rental ledger from them, please attach where possible. If your rental reference is a private landlord, you must provide proof of tenancy i.e. a copy of the tenancy agreement and a written reference. If you are a current home owner proof of ownership must be provided i.e. a copy of your most recent rates notice.

Rent payment

- Calendar monthly: Rent is to be paid by direct debit on the 1st day of each month at \$ _____ per calendar month.
(Rent per week, divide by 7, times by 365, divided by 12 = \$per calendar month)
- Fortnight Thursday: **Public Service Week** **Off Public Service Week**

Referees

Fill in all details for referees. All referees supplied must be contactable during business hours as all referees are phoned. Referees should **not** be relatives.

Personal referee 1 _____ phone: _____

Personal referee 2 _____ phone: _____

Personal referee 3 _____ phone: _____

Emergency Contacts

Relationship: _____ Name: _____

Phone (W): _____ Phone (H): _____ Mob: _____

Email _____

This person must not live in the same house with you

Pets

Will any pets be kept at the property? Yes/ No

If YES what type? _____ inside outside Both

I acknowledge that no pets can be kept unless discussed with the property manager & they agree to add a pet clause to the lease.

If your application is successful:

- ✓ You must be available to sign the tenancy agreement within 48 hours of being approved or at another mutually agreeable time.
- ✓ You agree and understand and will bring to the signing appointment the security bond payment equal to four weeks' rent.
- ✓ You agree and understand that if your tenancy commences on the same day that you are signing contracts you will pay in addition to the security bond, the payment of one month's rent (calculated calendar monthly).
- ✓ You agree and understand that if our tenancy commences after the signing of the tenancy agreement appointment you will pay the payment of one month's rent (calculated calendar monthly) on the day the tenancy commences.
- ✓ You agree and understand that if the above two payments are not made no keys to the property will be made available.
- ✓ You agree and understand that Leader Capital Real Estate cannot accept cash payments and the above two initial payments can only be paid by bank cheque or money order made out to Leader Capital Real Estate.
- ✓ You agree and understand that a condition of this tenancy is that all subsequent regular rental payments are to be made by direct debit from your account. Full bank details must be supplied and all forms completed prior to the commencement of your tenancy.
- ✓ You agree and understand that all rental payments for the term of your tenancy will be due and payable on the 1st day of each month and this will be stated in your tenancy agreement contract.
- ✓ You agree and understand that you may be held responsible for the payment of all water consumption charges and will also be paid by direct debit and will be deducted on the 14th day of the invoice being generated and supplied to you.
- ✓ You agree and understand that you are taking the property that you have applied for, in the condition as it was when you inspected it on: ____/____/____.
- ✓ You agree and understand that the information provided here will form part of the tenancy agreement and that your application will be approved on this basis.
- ✓ You agree and understand that if the property is currently tenanted or under construction or re-construction, this application will be processed subject to the availability of the property on the due date and no action shall be taken by you against the lessor of the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Signed: _____ Date: _____

Declaration

I, the applicant, declare that I am not an un-discharged bankrupt; that I have never been refused insurance nor had a policy of insurance cancelled, and affirm that all of the above information is true and correct and given of my own free will; that the rental to be paid is within my means and that I have inspected the above mentioned premises and wish to take a tenancy of the premises as inspected.

I acknowledge that this application is subject to the Lessor's approval.

I authorize the agent to obtain personal information about me from the owner/s or agent/s of my current or previous residences; my personal referees for this application; my current and past employers; and any person or organization who maintains and record, listing or database of defaults by tenants.

I authorize and consent to each of those persons providing requested personal information about me to the agents.

If I default, I agree the agent may disclose these details to any relevant parties.

I am aware that agent will use and disclose my personal information in order to communicate with the owner and tenant; prepare lease tenancy documents; allow tradespeople or equivalent organizations to contact me; refer me to the Residential Tenancies Bond Authority, tribunals or courts, statutory authorities and collection agents/lawyers as applicable.

I am aware that if information is not provided or I do not consent to the uses to which this information is put the agent cannot lease me these premises.

Applicant signature: _____ Printed name: _____ Date: _____

Witness signature: _____ Printed name: _____ Date: _____

Don't forgot that it is your responsibility to organize connection of utilities such as electricity, gas and phone connection.

Thank you for your application. Please note that applications are processed in order of receipt. We endeavor to assess applications as fast as possible. You can assist by completing all questions on this form and advising your referees so they know Leader Capital Real Estate will contact them. Once all areas of the form have been completed and the requested forms below supplied, we can commence checking your application. Incomplete applications will not be processed.

Please note:

- If your tenancy agreement commences on the same day that you are signing contracts and paying the bond, the payment of one month's rent (calculated calendar monthly) will also be due and payable. Otherwise the first rental will be due on the day your tenancy agreement commences and no keys to the property will be provided until your rental payment is made.
- The payment of the bond and the first month's rent (calculated calendar monthly) must be paid by bank cheque or money order made out to Leader Capital Real Estate. You will also need to provide on the day that your lease commences your bank account details for the account from which you then will pay all subsequent rental payment by direct debit.

Before completing this form please read the following:

Personal information collected by LEADER CAPITAL REAL ESTATE in the course of a tenancy application and any subsequent tenancy is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information about you collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases.

If this information is not provided, we may not be able to process your application and manage the tenancy.

We use personal information collected from you during open inspections for security purposes. We may also use that information to contact you with respect to this property and others, which we believe may interest you and in providing the information you agree to this use unless you advise us differently. If the information is not provided, we may not be able to provide an effective service to you. Other than in the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to other parties.

I agree to all of the above.

Signed: _____ Date _____

Current Property Details

Property Address: _____

Tenant's name: _____

I authorize _____ (Landlord /Agent name)

To honestly answer the following questions and return fax this sheet to Leader Capital Real Estate on: 6162 2628

- | | |
|---|--------|
| 1. Have the tenant/s always paid their rent on time and in full? | Yes/No |
| 2. Have there been any occasions where the payment has been dishonored? | Yes/No |
| 3. Have the tenants always kept the property in a clean and undamaged condition? | Yes/No |
| 4. Have all the agency/landlord inspections been satisfactory? | Yes/No |
| 5. Have the tenant/s ever been issued a 'Notice to Remedy' during the tenancy? | Yes/No |
| 6. Would this agency/landlord be happy to lease another of their properties to the tenant/s | Yes/No |
| 7. Will there be, or has there been, a claim on the bond to your knowledge | Yes/No |
| 8. Has there been any matters before the Australia Civil and Administration Tribunal | Yes/No |

Further comments or explanations in regard to any of the points above, or of relevance to this tenancy application approval:

Current Property Manager/Landlord's Name _____

Signature/s _____ Date _____ Contact Numbers _____

I the undersigned tenant give approval for this information to be faxed/transmitted to Leader Capital Real Estate for the sole purpose of approval for tenancy:

Signed and Dated

_____ **(by Tenant)** _____