

TENANT APPLICATION FORM

PLEASE NOTE:

Option fee equal to the prescribed amount (as per page five of this application) is required in cash before this application will be processed.

OPTION FEE PAID: <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT PAID: \$
--

PROPERTY ADDRESS:

CONTACT DETAILS:

Home Phone: Mobile: Work:

Total number of persons to occupy premises: Adults:

Children: Ages:

GENERAL INFORMATION (please circle):

Do you intend using a Water Bed at the property? YES / NO

Do you intend having any PETS at the property? YES / NO

If yes, what Breed/Type/Age of Pets:

Are any of the applicants/occupants smokers? YES / NO

Smoking is not allowed inside the home.

Motor Vehicles: Not more than vehicle/s will be parked on the premises at all times.

Car Make: Colour: Reg No.

Car Make: Colour: Reg No.

Car Make: Colour: Reg No.

Do you intend applying for a Ministry of Housing Bond? YES / NO

If yes, which Branch: Has this been organised: YES / NO

SPECIAL CONDITIONS

.....

.....

.....

.....

.....

1ST APPLICANT

Name: Date of Birth:
(Surname) (Given Names)

Present Address:

Home Phone: Mobile: Work:

E-mail Address:

Photocopy of the attached document/s required:

- Driver's Licence No.
- Passport or other ID.
- Written References if possible

RENTAL REFERENCE

1. Name of current Agent/Owner:
 Address of current rental Property:
 Owner/Agents Phone Number: Contact Name:
 Current Rent Paid: \$ Period Rented:
 Reason/s for Leaving:

2. Name of previous Agent/Owner:
 Address of Previous Property:
 Previous Owner/Agent Phone Number: Contact Name:
 Rent Paid: \$ Period Rented:
 Reason/s for Vacating:

WORK REFERENCE

1. **Your Occupation:** Company Employed with:
 Contact Name/Position of Referee: /
 Phone Number of Referee: Employment Period:
 Net Income: per week/fortnight/month/per annum (Circle)

2. Previous Employer (*If less than 12 months*).....
 Occupation: Contact Name/Phone Number:
 Employment Period:

Note: If self employed, statements of income will be required.

CONTACT IN CASE OF AN EMERGENCY

Name & Address:
.....

Phone Number: Relationship to Applicant:

2ND APPLICANT

Name: Date of Birth:
(Surname) (Given Names)

Present Address:

Home Phone: Mobile: Work:

E-mail Address:

Photocopy of the attached document/s required:

- Driver's Licence No.
- Passport OR Other ID.
- Written References if possible.

RENTAL REFERENCE

1. Name of current Agent/Owner:
 Address of current rental Property:
 Owner/Agents Phone Number: Contact Name:
 Current Rent Paid: \$ Period Rented:
 Reason/s for Leaving:

2. Name of previous Agent/Owner:
 Address of Previous Property:
 Previous Owner/Agent Phone Number: Contact Name:
 Rent Paid: \$ Period Rented:
 Reason/s for Vacating:

WORK REFERENCE

1. **Your Occupation:** Company Employed with:
 Contact Name/Position of Referee: /
 Phone Number of Referee: Employment Period:
 Net Income: per week/fortnight/month/per annum (Circle)

2. Previous Employer (*If less than 12 months*).....
 Occupation: Contact Name/Phone Number:
 Employment Period:

Note: If self employed, statements of income will be required.

CONTACT IN CASE OF AN EMERGENCY

Name & Address:
.....

Phone Number: Relationship to Applicant:

3RD APPLICANT

Name: Date of Birth:
(Surname) (Given Names)

Present Address:

Home Phone: Mobile: Work:

E-mail Address:

Photocopy of the attached document/s required::

- Driver's Licence No.
- Passport or other ID.
- Written References if possible.

RENTAL REFERENCE

1. Name of current Agent/Owner:
 Address of current rental Property:
 Owner/Agents Phone Number: Contact Name:
 Current Rent Paid: \$ Period Rented:
 Reason/s for Leaving:

2. Name of previous Agent/Owner:
 Address of Previous Property:
 Previous Owner/Agent Phone Number: Contact Name:
 Rent Paid: \$ Period Rented:
 Reason/s for Vacating:

WORK REFERENCE

1. **Your Occupation:** Company Employed with:
 Contact Name/Position of Referee: /
 Phone Number of Referee: Employment Period:
 Net Income: per week/fortnight/month/per annum (Circle)

2. Previous Employer (*If less than 12 months*).....
 Occupation: Contact Name/Phone Number:
 Employment Period:

Note: If self employed, statements of income will be required.

CONTACT IN CASE OF AN EMERGENCY

Name & Address:
.....

Phone Number: Relationship to Applicant:

OPTION FEES

- An option fee is a sum of money payable by an applicant to a lessor or their property manager when lodging a rental application. This fee is required upon lodgement of your application or your application will not be processed.
- If you are successful, then your option fee will be credited towards your first rental payment.
- Your option fee will be returned to you within seven days of your application being unsuccessful. Your monies will be returned via electronic funds transfer (EFT).
- If you decide not to rent the property after being offered the tenancy, the full option fee paid will be forfeited to cover administration fee incurred.

Amount Payable:

Where the weekly rent under the residential tenancy agreement is \$500 or less	\$50
Where the weekly rent under the residential tenancy agreement exceeds \$500	\$100
UNLESS	
Where the weekly rent under the residential tenancy agreement is \$1200 or more	\$1,200

Property Address:

Fee paid: \$ **Date:**

Applicant Account Details for Return of Option Fee (if unsuccessful)

Please note - monies will only be deposited into one nominated account.

Account Name:			
BSB:		Account Number:	

SIGNED BY APPLICANTS

Signature: Date:

Name:

Signature: Date:

Name:

Signature: Date:

Name:

FOR OFFICE USE

Date Returned: Staff Initial:

APPLICANTS DISCLOSURE

I/We agree that for the purpose of this application, the Owner/Managing Agent may make enquiries from the persons given as referees by me/us, and may also make enquiries from such other persons or agencies as the Owner/Managing Agent may see fit.

Applicants Signature: _____ Date: ___/___/___

Applicants Signature: _____ Date: ___/___/___

Applicants Signature: _____ Date: ___/___/___

I/We also acknowledge and understand that items of personal information contained in this application may be recorded in a Tenancy Database by or on behalf of the Owner and may be disclosed in connection with other residential tenancy applications by the applicant.

Applicants Signature: _____ Date: ___/___/___

Applicants Signature: _____ Date: ___/___/___

Applicants Signature: _____ Date: ___/___/___

IMPORTANT – Read carefully and sign that you understand these conditions.

- I/We understand that we are to open both Synergy and Alinta Gas accounts in my/our own name/s.
- I/WE understand that water consumption accounts will be invoiced by the Johnson Property Group Pty Ltd.
- I/We understand that I/we will need to take out contents insurance for my/our own possessions.
- I/We agree that for the purposes of this application, the Managing Agent may conduct reference checks.
- At the **expiration or termination** of this tenancy, I/we agree that 30 days notice will be given in writing to the Owner’s Agents as per Section 68 of the 1987 Residential Tenancies Act.
- I/We understand that possession of the property will not be granted until the application has been approved and all bond and rent monies have been paid.
- I/We understand that withdrawal from this application after acceptance will result in forfeiture of the Option Fee.
- I/We confirm that we are over 16 years of age, not bankrupt and declare that the information in this document is true and correct.
- I/We have inspected the above-mentioned premises and wish to make an application for the property in the condition as viewed.
- I/We understand that the Agent will carry out all **inspections** at a reasonable time between normal business hours of 8.30am & 5pm. A letter will be sent no less than 7 days and no greater than 14 days advising of the inspection date and whether it be a morning or afternoon appointment. Should you not be there the office key will be used.

PERIOD OF: **FROM:**..... **TO**.....

RENTAL OF: \$..... per week

I/WE AGREE TO PAY

Security Bond	\$
Pet Bond (if applicable)	\$
2 Weeks rent in advance	\$
TOTAL DUE	\$
Less Option Fee	\$
BALANCE OWING	\$

I/We have read, understood and hereby accept the conditions of entering into this application and subsequent Lease Agreement with Johnson Property Group as outlined above.

1st Applicants Signature: Date:

2nd Applicants Signature: Date:

3rd Applicants Signature: Date:

Agents Signature of Acceptance: Date: