

# ferry™

The properties managed by this office may be protected by the landlord assistance plan. Before any application will be considered, you must achieve a minimum of 100 points made up of the following forms of identification.

Must Be Supplied	Pts	
Proof of Income (current pay slips, centrelink statement or offer of employment)	50	
Drivers Licence or 18+ Card	30	
Alternative Identification	Pts	
Other Photo I.D. (Defence, Police, Mines)	30	
Last Four(4) Rent Receipts	30	
Current Passport	30	
Copy of Current Local Council Rates Notice	30	
Current Car/Motorbike Registration	10	
References From Previous Agents/Landlords	10	
Copy Of Current Phone, Gas or Power Accounts each	10	
Copy Of Birth Certificate	10	

**Office Use Only**

Date Received	Staff Initial

# Tenancy Application Form

PLEASE NOTE: FAILURE TO PROVIDE ALL REQUIRED INFORMATION/  
DOCUMENTATION MAY RESULT IN AN UNPROCESSED APPLICATION.  
ONE APPLICATION TO BE COMPLETED FOR EACH PERSON OVER 18.

Property Address: _____			
Rent: _____	Bond: _____	Have you viewed the property?	Y / N
Date you wish to begin lease? _____ / _____ / _____	Where did you find out about this property?		
Personal Details	6 / 12 Month Lease?	Realestate .com	Domain. com Ferry Website Tsv Bulletin

Name:	_____		
Home Phone No:	_____	Mobile Phone No:	_____
Date of Birth:	_____		
Email:	_____		
Drivers Licence No:	_____	Licenced State:	_____
No of cars to be kept at property: _____	Are all cars registered? No / Yes		
Will any pets be kept at the property?	No / Yes - <u>Please complete a Pet Details Form!</u>		
Names of all occupants:	_____	DOB:	_____
(including children)	_____	DOB:	_____
	_____	DOB:	_____

## Current Address Details (Mandatory)

Address:	_____		
Rent per week:	_____		
Agent/Owner:	_____		
Phone No:	_____	Contact Name:	_____
Length of Stay:	_____		
Reason For Leaving:	_____		

## Previous Address Details (Mandatory)

Address:	_____		
Rent per week:	_____		
Agent/Owner:	_____		
Phone No:	_____	Contact Name:	_____
Length of Stay:	_____		
Reason For Leaving:	_____		

## Employment Details (Mandatory)

Please circle one: Full-time / Part-time / Casual / Contract / Centrelink / Other \_\_\_\_\_

Occupation:			
Nett weekly income:			
Employer:			
Phone No:		Contact Name:	
Employment Period:			

## Student Information (if applicable)

Place of Study:			
Name of Course:			
Student No:			
Length of Course:			

## Next of Kin Details in case of emergency (not living in property)

Name:			
Address:			
Relationship:		Phone No:	
Name:			
Address:			
Relationship:		Phone No:	

## Personal Referees (Mandatory)

Name:			
Relationship:			
Home Phone No:			
Mobile Phone No:			
Name:			
Relationship:			
Home Phone No:			
Mobile Phone No:			

## PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS & OCCUPANTS

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquires and/or searches with regard to the information and references supplied in this application.

I further confirm and declare that: -

1. I have been informed, understand and agree that bond & the first two weeks rent can not be paid in the form of a personal cheque.
  
2. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I consent to the agent carrying out any enquires necessary to process my application for tenancy. I further consent to the agent contacting all or any of the references or parties contained in the application and make all or such enquires as may be reasonably necessary to process this application for tenancy.
  
3. I agree to pay a Holding Deposit of one weeks rent within 48 hours after receiving approval. I understand that should I withdraw my application after being approved for the property I will forfeit the right to a refund of the holding deposit.
  
4. I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/ damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings, including all fees charged by a Debt Recovery Agency, shall be recoverable from me.

.....(Initial here)

5. I further consent to the agent disclosing all personal information that they may hold for the purpose of:
  - a) Listing my name with a data base as a result of a tribunal order or multiple breach notices,
  - b) Enforcing a tribunal order,
  - c) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
  - d) Responding to lawful request for information. Eg Magistrates, Police etc
  
6. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
  
7. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject the Tenancy Data Base/s complying with the provisions of the Privacy Act.
  
8. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should I request the contact details.

**Applicant's Name:** .....

**Applicant's Signature:** .....

**Date:** .....

