

## RESIDENTIAL TENANCY APPLICATION FORM

Application can be submitted Via Email: [sales@sadilquinlan.com.au](mailto:sales@sadilquinlan.com.au) Fax: 02 6247 2045

In person: 1 Torrens Street Braddon ACT 2612

Proposed Rental Property \_\_\_\_\_

Rent per Week: \_\_\_\_\_ Bond Amount (4 weeks rent): \_\_\_\_\_

Length of Tenancy: 6 months  12 months  Other: \_\_\_\_\_

Tenancy Commencement date (please specify): \_\_\_\_\_

Rent payment: Fortnightly  Calendar monthly

Do you have Pets? YES  NO  Please Specify: \_\_\_\_\_

Are you planning on getting a pet? YES  NO  Please Specify: \_\_\_\_\_

Number of persons to occupy: Adults: \_\_\_\_\_ Children \_\_\_\_\_

Names of others applying \_\_\_\_\_

### Personal Details (Please Print clearly)

Surname \_\_\_\_\_ Other Names \_\_\_\_\_

Date Of Birth \_\_\_\_\_

Occupation \_\_\_\_\_ Date Commenced \_\_\_\_\_

Current Address \_\_\_\_\_

Work Number \_\_\_\_\_ Mobile Number \_\_\_\_\_ Home number \_\_\_\_\_

E-Mail address (please print clearly) \_\_\_\_\_

Drivers License Number \_\_\_\_\_ Vehicle Registration \_\_\_\_\_

Number of Vehicles (including boats, trailers etc) \_\_\_\_\_

Next of Kin \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

## Employment Details

Employers Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
Length of Employment \_\_\_\_\_  
Net Monthly Income \_\_\_\_\_  
Previous Employment (If less than 12 months) \_\_\_\_\_

## Self Employment / Own your Own business details

Name of Business \_\_\_\_\_  
Business Type \_\_\_\_\_  
ABN \_\_\_\_\_  
Address \_\_\_\_\_  
Personal Net Monthly Income \_\_\_\_\_  
Name of accountant \_\_\_\_\_  
Phone \_\_\_\_\_

## Students

Name of study place \_\_\_\_\_  
Income source \_\_\_\_\_  
Net Monthly Income \_\_\_\_\_

## Centrelink/Government payments:

Type of payment \_\_\_\_\_

**YOU MUST PROVIDE COPIES OF CURRENT INCOME (PAY SLIPS, BANK STATEMENTS, LETTER OF OFFER ETC)**

**1 COPY OF PRIMARY IDENTIFICATION & 1 COPY OF SECONDARY IDENTIFICATION**

PRIMARY IDENTIFICATION	SECONDARY IDENTIFICATION
Current Drivers License	Birth Certificate
Current Proof Of Age Card	Certificate Of Australian Citizenship
Current Passport	Current Credit Card
Current Government Department ID	Current Medicare Card

## Rental History

Current rental Address \_\_\_\_\_

Agency/Landlords name \_\_\_\_\_

Phone Number \_\_\_\_\_

Rent per week \_\_\_\_\_

Length of Tenancy \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Do you expect the bond to be refunded?/ or was the bond refund in full? If no, please specify: \_\_\_\_\_

\_\_\_\_\_

## *If less than 12 months at the above address, please give previous details:*

Current rental Address \_\_\_\_\_

Agency/Landlords name \_\_\_\_\_

Phone Number \_\_\_\_\_

Rent per week \_\_\_\_\_

Length of Tenancy \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Was the bond refunded to you? If no, please specify \_\_\_\_\_

## References

**Your 3 references can include:**

- 1) Personal Reference
- 2) Business Reference
- 3) Reference from a parent, guardian or relative NOT living with you.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Relationship to you \_\_\_\_\_  
Known You for \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Relationship to you \_\_\_\_\_  
Known You for \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Relationship to you \_\_\_\_\_  
Known You for \_\_\_\_\_

## Disclaimer Notice/Authority

I, the applicant acknowledge that I will make no claim or demand nor commence litigation against the Lessor or his Agent should the premises be found to be unavailable.

I, the applicant declare that the information contained in this application form is true and correct and all of the information was given on my own free will.

I, the applicant declare that I am over eighteen (18) years of age, and I have read and understand the contents of the following agreement:

1. I have inspected the inside of the Property at \_\_\_\_\_ and wish to submit this application for this particular property.
2. I have been informed, understand and agree that the rental for the above property is \$\_\_\_\_\_ per week, which is to be due and payable at a **CALENDAR MONTHLY OR FORTNIGHTLY** rate, and is to be paid in advance at all times by **DIRECT DEBIT (Calendar monthly) or BPAY**.
3. I have been informed that the bond amount for this property is \$\_\_\_\_\_ and I authorise the Letting Agent to lodge this on my behalf ACT/NSW Bond Board.
4. I have been informed and understand the consequences of sub – letting this property
5. I have been informed and understand that should this application not be accepted, the agent is not required or obliged to disclose any reason for the rejection of this application.
6. I declare that I am not currently living in the above property and understand that it is illegal to take up residency there unless the Lessor/Letting Agent has approved my application.

**Applicant's Name** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Privacy Statement

Under the guidelines of the National Privacy Principles contained in the Privacy Act 1988, Sadil Quinlan Properties has prepared this statement to explain the types of personal information we keep on record and how we may use that information. We require you to provide us with personal information in this application for the purpose of processing your application for tenancy for this property.

The processing of your application will involve the disclosure to the lessor the information contained in this form in order for the lessor to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement.

Part of this process is to verify the information that you, have given with the nominated contacts provided in your application. By signing this statement, you are agreeing to allow Sadil Quinlan Properties' staff to ask the questions that they require to assess your suitability to be considered for this tenancy. If you do not provide us with the requested information or permit us to confirm the information provided, we will not be able to process your application for tenancy.

Sadil Quinlan Properties will not use the information provided by you for any other purpose. If your application is unsuccessful, Sadil Quinlan Properties will destroy your application form to protect your right to privacy. You may request access to any personal information we hold about you, either by writing to or calling us. We will provide this information within 7 days. If you believe that the personal information we hold about you is incorrect, incomplete or inaccurate, then you may request amendments via our email address: [sales@sadilquinlan.com.au](mailto:sales@sadilquinlan.com.au)

I \_\_\_\_\_ Tenants Name

Authorise \_\_\_\_\_ Agency

**To answer the following questions regarding my/our tenancy at the address below:**

\_\_\_\_\_ Property Address

Property Manager/Land Lord Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Applicant's Signature \_\_\_\_\_