

# TENANCY APPLICATION

# APPROVED REAL ESTATE (NT)

**Please Note:** All areas of the applications must be completed by persons over the age of 18 with required information or explanation or can NOT PROCEED WITH PROCESSING YOUR APPLICATION!

To process this application you are requested to answer all questions to the best of your ability. Any false information provided can jeopardise your application.

Date of Application: \_\_\_/\_\_\_/\_\_\_ Property Applying for: \_\_\_\_\_

Rent per week: \$\_\_\_\_\_ Required lease term: \_\_\_\_\_

Have you viewed this property: \_\_\_\_\_ Shown by: \_\_\_\_\_

How did you find out about this property: NT News  Internet  Referral  Other: \_\_\_\_\_

Lease commencement: \_\_\_/\_\_\_/\_\_\_ Number of occupants: \_\_\_\_\_ Children under 18: \_\_\_\_\_

Have you previously tenanted together: YES/NO Do you have an application pending: YES/NO

No. of pets owned: \_\_\_\_\_ Breed: \_\_\_\_\_ Size: \_\_\_\_\_

FULL NAME OF APPLICANTS	DATE OF BIRTH	OCCUPATION
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

## CONTACT DETAILS FOR EACH APPLICANT

1.H:\_\_\_\_\_ W:\_\_\_\_\_ M:\_\_\_\_\_ Email:\_\_\_\_\_

2.H:\_\_\_\_\_ W:\_\_\_\_\_ M:\_\_\_\_\_ Email:\_\_\_\_\_

3.H:\_\_\_\_\_ W:\_\_\_\_\_ M:\_\_\_\_\_ Email:\_\_\_\_\_

4.H:\_\_\_\_\_ W:\_\_\_\_\_ M:\_\_\_\_\_ Email:\_\_\_\_\_

DRIVERS LICENCE NO.	STATE	REGO NO.	MAKE OF CAR	COLOUR
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

CURRENT ADDRESS	SUBURB	WEEKLY RENT	TERM	PHONE
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

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**AGENT/OWNER OF CURRENT ADDRESS**

**CONTACT NAME**

**PHONE (B/H)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**PREVIOUS ADDRESS**

**SUBURB**

**WEEKLY RENT**

**TERM**

**PHONE**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**REASON FOR MOVING**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CURRENT EMPLOYER**

**CONTACT NAME**

**PHONE**

**ANNUAL SALARY**

**LENGTH OF EMPLOY**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**PREVIOUS EMPLOYER**

**CONTACT NAME**

**PHONE**

**ANNUAL SALARY**

**LENGTH OF EMPLOY**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**NEXT OF KIN**

**RELATIONSHIP**

**PHONE**

(Or other person to contact in case of an emergency)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**PERSONAL REFERENCE**

**RELATIONSHIP**

**PHONE**

(Someone you have known for over 12 months that is not related to you)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**IF YOU ARE A MEMBER/S OF DEFENCE YOU MUST PROVIDE THE FOLLOWING INFORMATION:**

Organisation/Unit	Guard Room Number	Troop leader name and number.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

*If you are applying for DHA Rental Assistance to pay your BOND, a copy of your approval letter from DHA will be required.*

**ADDITIONAL INFORMATION**

**Are you on the Government-housing list? If yes, please give details:**

\_\_\_\_\_

**\*Are you using Territory Housing Bond Assistance? If yes, please give details:**

\_\_\_\_\_

**Do you require a Defence Force or Police Force Special Clause?**

\_\_\_\_\_

**Have you ever been evicted by a Landlord or Agent? If yes, please give details:**

\_\_\_\_\_

**Have you ever been refused another property by Landlord or Agent? If yes, please give details:**

\_\_\_\_\_

**Are you in debt to another Landlord or Agent? If yes, please give details:**

\_\_\_\_\_

**Is there any reason known to you that would affect your rental payment? If yes, please give details:**

\_\_\_\_\_

**Were any deductions made from your security deposit at your last address? If yes, please give details:**

\_\_\_\_\_

**PLEASE ALLOW 48 HOURS TO PROCESS APPLICATIONS**

**(NB ensure you advise your referees that we will be calling)**

Upon approval of an application, you will be required to provide a total of six (6) weeks rent which will be allocated as follows:

2 weeks' worth of rent will be allocated to RENT – we suggest that you pay an additional week at least to keep you in front.

4 weeks worth will be held in our Trust Account as a security deposit against the property.

**PLEASE ATTACH A COPY OF THE FOLLOWING DOCUMENTATION OF ALL APPLICANTS**

1. Drivers license or passport (or other photo ID)
2. Copy of previous telephone or electricity bill in your name
3. A copy of your pay slips

**\*RENTAL ASSISTANCE from Territory Housing**

Date of Application\_\_\_\_\_

How much Bond have you been approved for \$\_\_\_\_\_

**A copy of your letter confirming your approval from Territory Housing is required.**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current and previous employers and your referees. We will also check whether any details of tenancy defaults by you are held on tenancy default database, Tenancy Information Centre Australasia (TICA), its website is [www.tica.com.au](http://www.tica.com.au). Your consent to us for collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. We may also send personal information about you to the owners of the other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete the form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

### **Privacy Consent**

I/We, the applicant, acknowledge that I/We have read the privacy notice of Approved Real Estate. I/We authorise Approved Real Estate to collect information about me from:

- (a) My previous and current letting agents and/or landlords
- (b) My personal referees, employers (past and present) educational and financial institution: and
- (c) Any Tenancy Default Database (including TICA) which may contain personal information about me. I/We also authorise Approved Real Estate to disclose details about any defaults by me, under the tenancy to which this application relates, to any tenancy defaults database to which it subscribes including TICA.

I authorise Approved Real Estate to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. I/we agree for Approved Real Estate to provide our name and contact details relating to all maintenance requests to owners, agents, contractors, and Body Corporate bodies for entry to the property during the duration of our tenancy.

Acknowledgement by the Applicant:

I/We give consent and authority for all necessary enquires to be made in relation to this application. I acknowledge and agree that should any default occur during the period of my tenancy details of such default will be reported to Tenancy Information Centre Australia and any associated tenancy default registers.

I/We do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my/our application.

I/We the applicant/s declare that I/we are not bankrupt, and that the above information is true and correct.

I/We understand that should any details stated on this application form change between the date of the application and the date of signing a Tenancy Agreement I/We will advise the Real Estate Company.

If my/our application is approved, I/we agree to pay the security deposit by direct transfer or bank cheque only.

I/we 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/us any reasons for such rejection. I/we also agree that I/we also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

(Please print clearly)

_____	_____	_____	_____
APPLICANT (1) NAME	APPLICANT (2) NAME	APPLICANT (3) NAME	APPLICANT (4) NAME
_____	_____	_____	_____
SIGNATURE	SIGNATURE	SIGNATURE	SIGNATURE
DATE ___/___/___	DATE ___/___/___	DATE ___/___/___	DATE ___/___/___

Office Use Only: ID sighted: Yes No    Witness by

For and on Behalf of Approved Real Estate    Date \_\_\_/\_\_\_/\_\_\_

# TENANCY APPLICATION

# APPROVED REAL ESTATE (NT)

TO: \_\_\_\_\_

FAX: \_\_\_\_\_

FROM: Approved Real Estate - Attn: \_\_\_\_\_

FAX: 08 8931 1016

## RE: REQUEST FOR RENTAL REFERENCE

We are seeking written confirmation as to the performance of this tenancy with your agency. Could you please answer the question below and/or add comment, sign where indicated and return fax, at your earliest convenience.

Please print clearly.

FORMER PROPERTY ADDRESS: \_\_\_\_\_

1.Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

2.Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

3.Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

4.Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I/We the applicant/s hereby authorise you, as agent, to conduct an enquiry with the relevant authorities and any other searches which may verify the information provided by me/us, in accordance with the Privacy Act.

Q1. Were the above clients current tenants at the above property? YES / NO

Q2. What was the rent amount per week? \_\_\_\_\_

Q3. Please indicate approximate length of tenancy? \_\_\_\_\_

Q4. Was rent paid on time/in advance, for the majority of the tenancy? YES / NO

Q5. On periodic inspection, was the property presented neat and tidy? YES / NO

Q6. On periodic inspection, were the gardens presented as maintained and in good order? YES / NO

Q7. On periodic inspection, were pets considered a problem? YES / NO

Q8. Was maintenance always reported? YES / NO

Q9. Was the tenant impatient with maintenance or pose any difficulty gaining access? YES / NO

Q10. Were there any RT Notices to remedy breach? YES / NO If so how many and what for? \_\_\_\_\_

Q11. If a final inspection has been carried out please provide details of any deductions? \_\_\_\_\_

Q12. Considering the whole tenancy, would you be willing to rent these tenants again? YES / NO

General comments: \_\_\_\_\_

Property Manager NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

AGENCY NAME \_\_\_\_\_ DATE \_\_\_\_\_

*We thank you for taking the time to assist us with this client. Regards, the team at Approved Real Estate.*

Please see below some methods of how to fill out this application form:

- You can apply for as many properties as you would like, when putting them on the application form put them in order of which one you would like to apply for first.
- Please attach 100 points of ID. E.g. Driver's License, passport, power bill or if you are a home owner please also attach a rates notice for your property and pay slips.
- When filling out the last page please sign and write your name so we can send it through to your previous property manager for a rental reference. If you are a home owner you can leave this page blank.

Please see below different methods of how to hand in your Application Form:

**Address:** 2/10 Palmerston Circuit, Palmerston NT 0830

**Mail:** PO Box 744, Palmerston NT 0831

**Tel:** 08 8931 2005

**Fax:** 08 8931 1016

**Email:** [enquiries@approvednt.com.au](mailto:enquiries@approvednt.com.au)