

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

_____|_____| Years _____|_____| Months

14. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid

_____ \$ _____

Was bond refunded in full? If not why not?

_____ _____

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

Employer's name (*inc. accountant if self employed or institution if a student*)

Employer's address

Postcode

Contact name Phone no.

_____ _____

Length of employment Net income?

_____|_____| Years _____|_____| Months \$ _____

16. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment Net income?

_____|_____| Years _____|_____| Months \$ _____

H. CONTACTS

17. Please provide a contact in case of emergency

Surname Given name/s

_____ _____

Relationship to you Phone no.

_____ _____

18. Please provide two personal references (not related to you)

1. Surname Given name/s

Relationship to you Phone no.

_____ _____

2. Surname Given name/s

Relationship to you Phone no.

_____ _____

J. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets:

Breed / type Council registration / number

1. _____

2. _____

K. PAYMENT DETAILS

12. Property Rental

\$ _____ Per week OR \$ _____ Per month

First payment of rent in advance \$ _____

Rental bond (4 weeks rent) \$ _____

Tenant's share of cost of preparing tenancy agreement \$ _____

Sub Total \$ _____

Less: Deduct Reservation Fee (see below) \$ _____

Amount payable on signing tenancy agreement \$ _____

L. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE RESERVATION PERIOD

\$ _____ _____ Days

The Landlord's Agent undertakes:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder;
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Applicant **Date**

X ____/____/____

Signature of the Landlords agent **Date**

X ____/____/____

M. ADDITIONAL INFORMATION, IF REQUIRED



PERSONAL DISCLOSURE

I authorise Trading Reference Australia to conduct a search on my details and to provide any information currently listed and acknowledge that such information may be kept and recorded by Trading Reference Australia. I acknowledge that if I am currently listed as a defaulter with TRA, that I may contact the listing Agent/s for settlement and / or negotiation. Should such settlement and / or negotiation change the details of the listed default or defaulter, it is the responsibility of the Agent to amend the TRA listing.

I also recognize that my photo id and signed Disclosure may be scanned onto TRA for absolute identification.

I, acknowledge that information provided to TRA by these authorities given by me may be available to:

a) Real Estate Agents and Landlords to assist them in evaluating applications for leases b) Video stores to evaluate applications for Memberships. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

I have read this document and understand the above information

PRINT NAME

SIGNATURE

DATE

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the address below during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.



SUPPORTING DOCUMENTATION AS PART OF
APPROVAL PROCESS

- | | | |
|----|-------------------------------------|--|
| 1. | Identification | Current passport and/or drivers licence |
| 2. | Lease Record | Current lease |
| 3. | Written reference | Either employer or previous landlord |
| 4. | Bank Statement | Must be current |
| 5. | Proof of income | Most recent payslips |
| 6. | Passport/Visa Details | Only if applicable |
| 7. | Proof of Address | Electricity and/or telephone account |
| 8. | Student ID/Enrolment Details | Must be current |
| 9. | Tenant ledger | Must be obtained from current agent |